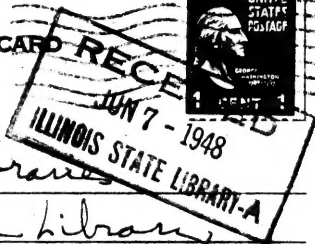


OTHER ARCHIVISTS AND LIBRARIANS, 1948



POST CARD



To Illinois Libraries
Ill. State Library
Springfield,
Ill.

USE THIS CARD TO NOTIFY YOUR CORRESPONDENTS OR
PUBLISHER OF CHANGE OF ADDRESS

DATE

June 4, 1948

THIS IS TO ADVISE THAT ON

June 1, 1948

I MOVED (OR WILL MOVE) FROM

The National Archives

(NO.)

(STREET OR AVENUE)

Washington

(CITY)

25

(ZONE NO.)

D.C.

(STATE)

NEW ADDRESS:

6645 Barr Road

(NO.)

(STREET OR AVENUE)

Washington

(CITY)

16

(ZONE NO.)

D.C.

(STATE)

Solon J. Buck

(PRINT NAME HERE)

Solon J. Buck

(SIGN HERE)

16-44362-2 GPO

PHILIP COOLIDGE BROOKS
210 WEST ALEXANDRIA AVENUE
ALEXANDRIA, VIRGINIA

PHILIP COOLIDGE BROOKS
210 WEST ALEXANDRIA AVENUE
ALEXANDRIA, VIRGINIA

June 24, 1948

Miss Margaret C. Norton
Illinois State Archives
Springfield, Illinois

Dear Miss Norton:

Thanks for your good letter and your expression of interest in my activities. I've been sorry that I haven't written you before, both because I know of your personal interest, and because I want very much to do what I can to put what I believe to be the correct interpretation on recent events here. I want my friends to know my earnest opinions as follows.

My leaving the National Archives and the Buck-Grover shift are purely coincidental. I left June 4 and transferred immediately to be Records Officer of the National Security Resources Board, a new permanent civilian agency, set up by Congressional enactment, with a most interesting mission to coordinate plans for industrial and civilian mobilization. It pays more than my position in the Archives, and perhaps more important I look on it as widening my experience and knowledge - thus my opportunities in the future. Not only is the work of the Board interesting and important, but it is a chance to conduct a sort of laboratory while doing a useful job in records management and reference service. The surroundings are pleasant and my associates likewise. My immediate superior is Fred Shipman, a friend of many years.

I hated to leave the Archives and would not have done so except for the positive appeal of this job. Wayne Grover is a fine person and will do a good job. He has made Bob Bahmer Assistant Archivist, and I can think of nothing better that could happen to the Archives than both those appointments. Wayne and Bob are both Archives men of long standing, who did fine jobs in the War Department in the war.

As you know I've been quite loyal to Dr. Buck and still am. He became increasingly tired of the administrative burden, increasingly conscious of the fact that handling people is not his forte, and increasingly eager to be in a position where he could be more closely associated with actual research. In the Library he has a position that pays as much as the position of Archivist, and he has enough prestige and the MS Division job has enough prestige, so that he doesn't have to worry too

much about where he fits in the administrative hierarchy up there.

Shipman has left Hyde Park as you know some weeks before he or any of us knew of Mr. Buck's resignation (Buck and Evans knew it in January). Shipman came down largely because of family living arrangements, and was attracted by the NSRB as I am. He then went about lining up a records staff and came to me just about the time Mr. Buck spoke up - coincidentally. It did appear strange that Mr. Buck and I actually left work in the Archives on the same day (tho' not so on the payroll).

The Board is to considerable extent a research agency, and I may be able to work with records actually more than I did in the Archives. Meanwhile I'll continue to be very closely associated with the Archives and the Archives people. Further, the Board encourages activities of professional nature and my interest in the SAA will be fully as great as ever.

You had acknowledged the article I sent on records retirement procedures. If you can use it I doubt that it would need further bringing up to date unless publication is delayed beyond next winter. I had a revision of the general schedule on personnel records completed when I left, but it was delayed by various necessary clearances to the point that it missed action in the last session of Congress.

I was coming to Illinois in June, but couldn't on account of my new job. Our relatives out there had arranged their schedules to suit, and so Dorothy and Phippy went on out - "on my vacation" as I say. They're in Marion now. Sorry I couldn't get out, as I had hoped to get to Springfield. See you in Raleigh if not before.

I still hate to reconcile myself to the idea of your not continuing to edit the journal, but I can understand the doctor's orders. At my last hearing the committee on a new editor was still at work, and while I know the names they're working on and think some of them good possibilities, we won't get anyone for a long time who will do what you have done for the American Archivist.

I hope you're feeling better and that you do take it reasonably easy.

Most sincerely

Phil

R.A. + L.

Buck

June 7, 1948

Dr. Solon J. Buck
6845 Barr Road
Washington 16. D.C.

Dear Solon:

You are the second of my friends who within the past six months has decided to accept a less important position financially in order to live under less tension. The second friend is a woman who has been the head of a city library. I realize that there are tensions in any position, but governmental administrative jobs so often mean responsibility without authority. You went through a most unpleasant experience with your budget last year and you paid for it physically. Although my own situation is paradise in comparison with yours, the worry and disappointment over not being able to carry out my dreams of what our archives could be, undoubtedly was a factor in my own illness last winter. I have three more years before I become eligible for the minimum pension here, so it is to my advantage to stay here that much longer; after that I shall probably look for a less responsible job. After all, happiness counts for more than money, even though we have to have the latter.

In your new position I wish for you all the satisfactions that can come from congenial work. Certainly there is no one in the country better qualified by temperament, scholarship and experience to head the Manuscript Department. Luther Evans has shown capacity for growth and I know you are personally congenial.

Your suggestions for improvements of the AMERICAN ARCHIVIST received while I was in the hospital were welcome. I did not reply to them because when I got out of the hospital you had gone on your trip and I have simply neglected it since. I had a blow last week in news that the George Senta Publishing Company are dropping our contract. I am trying for the Torch Press which does the MVHR. I am having to give up the editorship at the expiration of my term next spring because I have to lighten my load somewhere and that seems the best place.

With best regards to Mrs. Buck. I am glad we shall still be seeing both of you occasionally.

Sincerely,



STATE OF CALIFORNIA
OFFICE OF THE

Secretary of State

SACRAMENTO 3

April 23, 1948

FRANK M. JORDAN
SECRETARY OF STATE

Margaret C. Norton
State Archivist
Springfield, Illinois

Dear Miss Norton:

We are preparing to set up a new position as Archivist and Superintendent of Central Records Bureau. The person in this position will have charge of all state records, both of a permanent and temporary nature. It will entail the custody of all historical documents and a general supervision of the accounting and shipping of ballot paper and of publications.

I shall greatly appreciate it if you will advise me the salary range of your officer who has similar duties and, if he is under civil service, the specifications set up by your Personnel Board or Committee.

Assuring you of my appreciation for any information you may be able to give me, and with kindest regards, I am

Sincerely,



Secretary of State

FMJ:S

O.A. + L.

April 27, 1948

Hon. Frank M. Jordan
Secretary of State
Sacramento, California

Dear Mr. Jordan:

There is no one in the Illinois government whose position corresponds exactly to that of your new archivist. The State Archivist is a division chief in the Illinois State Library and her salary is \$4380.00 per year. The State Historian is librarian of the Illinois State Historical Library. He is under the Governor's State Positions and Salaries Act with a monthly salary range of \$360 to \$480. He is under the Governor's State Positions and Salaries Act with a monthly salary range of \$360 to \$480. The Index Department of the Secretary of State's Department has charge of the elections work and the Secretary of State's Shipping Department of the shipping of publications. The heads of those departments are political and I do not know the salary range; this would mean nothing, however, as they do other things also.

The Archivist is under civil service, the State Historian is appointed by the Board of Trustees of the Illinois State Historical Library. The civil service qualifications for the position of archivist are as follows:

Minimum Age. 30 years.

Definition. Under general supervision but with responsibility for securing results in particular divisions of the archives to perform general or specialized archival work of a technical nature in the State Library.

Examples of Work Performed. To direct the acquisition of archival material; to direct preparation and filing of materials deposited in archives; to supervise the compilation of inventories, guides, calendars, catalogs and indexes to facilitate the use of archival material; to promote the preservation and care of archival material throughout the State; to make reports as required; and to perform other related work as directed.

Minimum Qualifications. (a) Master's degree from a recognized college or university in one of the social sciences (history, political science, political economy or sociology) and five years' experience in an archival institution or in the manuscript department of a research library; or,

(b) The degree of doctor of philosophy in the social sciences enumerated above and three years of experience in the foregoing terms of reference; or

(c) Graduation from a recognized college or university, majoring in one of the social sciences enumerated above plus six years experience in an archival institution or in the manuscript department of a research library.

Thorough knowledge of modern accepted archival methods, standards, and practices; of classification/ plans, catalogs, calendars, and indexes and other archival material.

Familiarity with at least two foreign languages desirable; ability to supervise; ability to meet the public; ability to write and edit publications of the archives.

Agreeable personality, tact, courtesy, good judgment, initiative, resourcefulness, thoroughness; personality suitable to represent the State favorably before the general public.

Good physical condition and no disabling defects.

Subjects and weights. Training and experience, 5; Other Tests, 5. Applicants may be required to pass an oral examination before certification.

Under Illinois civil service law, all persons appointed from civil service lists are on probation for six months before certification.

Archival employees are given a two weeks vacation and such sick leave as may be necessary. In addition to the salaries mentioned above, we have a liberal State employees' compensation and retirement system. 5% is deducted from the salary and the rest is made up by the State. We may state in passing that the Illinois salary scale is very low and that it is probable that you will have to pay at least \$5000 to \$6000 to get a really competent person for the California archives.

If there are any other problems which arise during or after the organization of your archives, please feel free to ask our advice. When your new archivist is appointed, we would be very glad to have him visit us.

Sincerely,

MARGARET C. NORTON
Archivist



STATE OF CALIFORNIA
OFFICE OF THE
Secretary of State
SACRAMENTO 3

FRANK M. JORDAN
SECRETARY OF STATE

May 5, 1948

Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

I appreciate so much your letter of April 27, which gives us a great deal of information that will be most helpful in setting up the new position of Archivist and Custodian of the Central Records Bureau.

We are having the usual growing pains that always come with setting up a new department, but feel that we are making good progress.

We were fortunate in securing the services of one of the professors of the University of California who has had a great deal of archival experience to go over our older documents and determine their historical value.

I believe that the next convention of the Secretaries of State will be held in New Hampshire and, if so, I shall look forward to dropping in to see you either going or coming.

With kindest wishes, I am

Sincerely,


Secretary of State

FMJ:S

May 14, 1948

Hon. Frank M. Jordan
Secretary of State
Sacramento 3, California.

Dear Mr. Jordan:

We are glad that the information we were able to send you is proving useful. We are always glad to advise with others about their record problems, not because we feel superior in the matter, but because Illinois has had a comparatively long experience with archives.

Please do stop in Springfield either going to or coming from the next convention of Secretaries of State. I expect to be in town most of the time except the first two weeks of September and know I can speak for Secretary of State Barrett in hoping that he will be here also the next time you come. He was ill the last time, or else tied up with some political meeting - I think both if I remember correctly. By the way, did you know that Mr. Barrett lost his wife last January? She had cancer and I guess suffered a good deal at the last.

Sincerely,

MARGARET C. NORTON
Archivist

P. A. + L.

INDIANA STATE LIBRARY

HAROLD F. BRIGHAM, *Director*

Telephone: Riley 8361

INDIANAPOLIS 4

MARGARET PIERSON,
Archivist

January 5, 1948

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

This is a follow up on the treatment of manuscripts. Thanks heaps for the advice you gave.

The Indiana Division of this library places the historical (private) manuscripts in boxes about 16" x 11½" x 3½". These suitcase-like boxes are then laid on shelves. This is somewhat like the Virginia method which you told us about.

My point is this: Should archives for an earlier period be filed flat and those for a later period be placed in vertical files? If so, what is the best container or box for the earlier ones? Those in the Indiana were designed by a local firm.

We have quite a few archives for the period before 1865, although the great bulk of our material covers the period after that. Our earlier archives are now filed in the same manner as the later ones.

Please answer this at your convenience. I do not wish to trouble you too much, but I do wish to have the benefit of your judgment. I am grateful to you.

Sincerely yours,

Margaret Pierson
Margaret Pierson

MP:CT

March 12, 1946

Miss Margaret Pierson
Archivist
Indiana State Library
Indianapolis, Indiana.

Dear Miss Pierson:

You are doubtless wondering why I never replied to your letter of January 5th. The answer is that before I received it I was taken seriously ill and am just now getting back to the office after an illness of ten weeks, during which I had two operations. While I am still weak, I believe I shall be all right in a short time now. I sent word to my staff to go through my mail and to acknowledge everything that could not answer. I find that this was imperfectly carried out, and apparently your letter was simply filed away unanswered.

You were asking whether archives for an earlier period should be filed flat and those for a later period be placed in vertical files. I don't think the answer to that is dates, but size and condition of paper. It so happens that practically all our earliest records are of legal size or under, and there is no good reason why they cannot be filed in vertical files, which we have done. In case of fragile unrepaired documents it is best to file flat, or if they are very bad, to leave them unfolded and packed rather tightly. I discussed that point in my recent articles in Illinois Libraries which you have doubtless seen. Most very early records, however, are apt to be too large, and especially too wide, to fit without folding into legal sized files. Those should be kept in boxes, and I don't think any papers larger than legal size should be filed upright because of the strain on the paper.

Dr. Van Schreeven has just sent me a splendid little article on this subject. Although the April issue has just gone to press, I think I may be able to include this too. If not, it will be printed soon. I suggest that you write him direct for information about boxes.

How are you coming with your building plans?

Sincerely,

C.A. + Z.

November 10, 1948

Dr. Herbert A. Kellar
Mc Cormick Historical Association
679 Rush St.
Chicago, Illinois.

Dear Herbert:

Hearty congratulations upon your election as Vice President of the Society of American Archivists! You have it coming to you. I was very much disappointed not to see you at Raleigh. In fact, I had set my heart upon seeing both Lucille and you, for I thought perhaps by this time you could leave your daughter behind and both get away at one time. Some one said he thought you are not well, which I hope is not true.

I did not hear the discussion myself, but Miss Rogers said that at one meeting there was discussion of the project of the Southern Historical Association's project for publishing descriptions of manuscript collections in southern archival depositories - not lists of the sort of collections one would expect to find there, but on subjects which one would not expect to in that state. For instance, one would expect to find Lincoln manuscripts in Illinois, but one might not know about Illinois Central archives at the U. of Chicago or CB & Q archives at Newberry. Miss Rogers thought it might be a worthwhile project for Illinois Libraries to gather that sort of material with the thought that our circulation (slightly under 4000) goes to a different clientele than historical magazines, and might result in some accessions to appropriate institutions which they might not otherwise get. I am a little skeptical of what a questionnaire would yield, but she would like to try. We want descriptive notes, not just long lists of manuscripts which nobody would read anyhow.

You have been working on such lists of manuscript holdings for many years and we wonder if you have any suggestions about what we could or should do along these lines, also as to the practicability of such a project for Illinois and the Middle West.

In the past few years I have been handicapped in soliciting articles for Illinois Libraries because people thought I should ask them for American Archivist articles instead. Now that I am relinquishing the editorship of the latter to Karl Trever beginning with the July number, I am now free to work on Illinois Libraries. We have no thought of trying to run a

competing magazine, but there is a place for articles directed not to the professional archivists but to "friends of archives" and particularly to librarians who have small manuscripts collections to administer, also to business men and government officials who create records - in other words, articles which popularize archives and manuscripts.

Would you be willing to do an article for Illinois Libraries sometime describing your institution? its purposes, what it collects, not merely manuscripts, etc.? I think a series on Illinois manuscript collections would be very interesting.

My own health has improved greatly this summer. I drove to Stockbridge, Massachusetts for my vacation, accompanied by my doctor's wife, a close neighbor and friend. We took side trips around there for a week. Now I have just returned from driving to Raleigh with Miss Rogers, which was both stimulating and providing beautiful scenery. I still have the incurable Meniere's disease which affects the balance. It is controllable with drugs but one never knows when to resume treatments until one has had such sudden warnings as sudden and unexplained falls, attacks of vertigo, etc. I thought I was all right, but it came back rather badly on the two trips. Eventually there will be deafness and, I don't know how soon, a prohibition against driving, perhaps inability to get about alone safely. So I am enjoying life to the full while I can. I suppose one of the penalties for middle age is that one has to learn to live within one's physical limitations at a time when one is at one's height mentally (or do we just flatter ourselves that our "upper story" is in working order?)

My best regards to Lucille. I am anxious to see you both again, but I have seem to get to Chicago any more - haven't been there for longer than between trains for five or six years. I hope something will bring you both down here before long.

Sincerely,

Esther

Fidelity Onion Skin

MADE IN U.S.A.

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

Chicago, Illinois.
November 28, 1948.

Dear Margaret,

It was nice to hear from you, but I was shocked to learn that you had Maniere's disease. I have heard of it but know little about it. The doctors are doing such wonderful things nowadays that I trust some ~~one~~ of them will find a cure for it soon. In the meantime please take good care of yourself. You are one of the rare people who make this world worth while for me and many others. Your friendship I value greatly and always have.

I had planned to go to Raleigh, but on returning from Portland, Oregon, where I had gone to deliver the Annual Address before the Oregon Historical Society on October 23, I found that Lucile had had a heart attack while I was away and was quite ill. She has been

in bed for a month now and is progressing alright, but it will be several weeks probably before she can go out freely. In the meantime I have been leading the strenuous life, cooking, housecleaning etc. - and trying to keep up at the Library. Alice, who is eleven, has been a great help.

I regretted to find you had given up the Editorship of the "American Archivist". You did a splendid job with that and your service in that respect will be missed. Karl Ferver will do alright I think - but not so well as you have done.

The project of the Southern Historical Association to publish holdings or descriptions of materials in ^{depositories} of a character one would not ^{expect} to find, is interesting and worth while and I think the same could be done for ^{and the Middle West} Illinois, with profit to everyone. I think a questionnaire should be tried. It will probably not prove sufficient in itself in most instances, but it would bring to light where

McCORMICK HISTORICAL ASSOCIATION
679 RUSH STREET
CHICAGO

the holdings would be worth describing. In the case of the best of these further information could be obtained I am sure. A series of notes on these, published at intervals, would be quite valuable for scholars, research workers and others. Let me know what you

In answer to your inquiry I would be glad to do an article some time for "Illinois Libraries" describing ~~the~~ ^(the McCormick Historical Association) institution and its content.

Thank you for the congratulations about my election as Vice-President of the Society of American Archivists. They are appreciated.

I will send you a reprint of the address "What Is Oregon History" when I receive it. The address is supposed to be printed in the December issue of the Oregon Historical Quarterly.

Lucile sends her love. Regards to you and Helene. Herbert,

C. A. + L.

Dec. 7, 1948

Mr. Herbert A. Kellar
McCormick Historical Association
679 Rush St.
Chicago, Ill.

Dear Herbert:

I showed your letter to Helene Rogers who joins with me in expressing regret at hearing about Lucile's illness. We certainly hope that she definitely is on the mend. We were disappointed that you were both absent from Raleigh but supposed it was you who was ill because I heard somewhere that you had been sick again.

We are glad to hear that you will do an article for Illinois Libraries describing the McCormick Historical Association. Of course archivists and historians know about the institution but I doubt if most Illinois librarians know very much about it.

Do you have any ideas about what to include in a questionnaire to bring out usual holdings in the mid-western institutions? Miss Rogers is insistent that that we try to get such notes but so far I have not been able to think out the procedures to make the project a success. You worked so many years on the listing of manuscripts for the American Historical association that you must have some definite ideas on the subject.

I do not expect to attend the American Historical Association meeting this Christmas. I suppose perhaps you are going.

Sincerely,

MARGARET C. NORTON
Archivist

MCN;mw

O. A. K.

STATE OF MICHIGAN
MICHIGAN HISTORICAL COMMISSION

LANSING 13

COMMISSION

KIM SIGLER, GOVERNOR
EX-OFFICIO
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MRS. DONALD E. ADAMS
PONTIAC



KIM SIGLER
GOVERNOR
LEWIS BEESON
SECRETARY AND EDITOR

June 10, 1948

Miss Margaret C. Norton
Archivist
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

This year I tried to get money for a records administrator from the legislature. The House Ways and Means Committee was interested in the proposal, but it was killed at the last moment through the intervention of the director of the budget.

I am planning to repeat the request of the legislature which meets January 1949. I believe that if I could have from you specific examples of how state records are of use to legislators, public officials, researchers, private citizens and the like it would be extremely useful. I know that I could find this in your published writings but believe that it would be more effective if I could present it in the form of a letter from you.

I hope that this request is not too onerous.

Sincerely yours,

A handwritten signature in cursive script that reads "Lewis Beeson".

Lewis Beeson
Secretary

LB:kr

July 2, 1948

Dr. Lewis Beeson, Secretary
Michigan Historical Commission
Lansing 13, Michigan.

Dear Dr. Beeson:

It is unfortunate that archives have come to be so much associated in common thinking with historical documents, for governmental agencies lose much assistance they could receive from an archivist by holding to that notion. Of course we all appreciate the value of historical records and the necessity for their care. The huge crowds that visit the Freedom Train at every stop attest to popular response to the opportunity to see historical treasures.

However, to my mind at least, the usefulness of an archival department in preserving historical materials is overshadowed by its contributions to efficiency of operation for the other departments it serves. Just as individuals who never kept accounts now have to do so in order to fill out their income tax blanks, so also the government has to be able to produce records of its business transactions. When I first came to the Illinois archives the fact that no one could produce a given document was taken lightly not only by the clerk who was looking for it, but also by his superior. Now the whole department is turned upside down while a search is made of every desk and of every possible filing place. Formerly each department kept most of its own real estate title deeds, irrespective of the law requiring them to be filed in the Secretary of State's office. Now it is taken for granted that these records will be found in the archives and can be produced whenever they are needed. It is difficult enough for filing clerks to keep track of the files in current use, but hopeless to expect such persons, often comparatively new in the department, to handle files of predecessor agencies or even files of their own departments made under laws now obsolete. The archivist, being a specialist in the history of his government makes it his business to be able to give adequate service on such records.

Another service which the archivist can give is in records management - advice on the creation of records in such a way that documentation will be adequate, not superfluous. If there is no supervisory agency, departments will either waste storage space and equipment by trying to keep all their records, valuable and obsolete, or else they will be tempted to

destroy records unwisely, usually retaining only those files which seem to have immediate administrative use. Under the Illinois system, all records proposed for destruction are discussed in a commission meeting. The members of the State Records Commission consist of the archivist, who presumably has an overall picture of the record system of the government; the state historian who represents the possible historical interests of the records under discussion; the State Librarian who is a neutral party; and the cabinet officer or elective state official representing the department; plus the head of the division whose records are to be destroyed. All five must agree on the disposal proposed. Our law does not prevent any department from going ahead on its own and getting enabling legislation, but none do, because they appreciate being able to say that the responsibility has been shared by others also competent to judge.

Statistics will show perhaps more eloquently than in any other way the relative importance of the different types of work we do. In the last 24 months we have had 7437 calls for service. Of these, 5518, or between 74 and 75 percent of our calls were for departmental or legal purposes, 453 calls for genealogy, 1380 for history and 86 for assistance in matters of archival technique. Some biennium the percentage of what we call "routine departmental calls" runs as high as 87 percent. The percentage of historical inquiries was raised this biennium through several research projects which used our facilities. In addition we issued 2820 passes to departmental vaults. These departmental vaults house semi-current records which must be retained under the custody and jurisdiction of the department of origin. We control access to these vaults much as a safety deposit box department is run in a bank. That is, we issue authorizations for the categories of records which are to be filed in the vaults and retain the keys which we issue to authorized clerks. We do not require the departments to register the documents taken out or in. Most State archives departments and the National Archives keep and service such records themselves, so it is correct to add these statistics to our reference calls for departmental records. Assuming that only one record was consulted for each pass - an improbably low estimate, this would increase our proportions to about 80 percent for departmental calls. Against these statistics, it is only fair to call attention to the fact that the Archives Department confines its work to State and county records, and that in addition there is a separate State Historical Library.

It is to be hoped that at long last Michigan will see the importance of following the lead of her sister States in establishing a State archives department. If we can be of any assistance from this place, please call upon us.

Sincerely,

MARGARET C. NORTON
Archivist

MISSOURI HISTORICAL SOCIETY

JEFFERSON MEMORIAL BUILDING
SAINT LOUIS 12, MISSOURI

INSTITUTED 1888
CONSOLIDATION OF THE
MISSOURI HISTORICAL SOCIETY
AND THE
LOUISIANA PURCHASE HISTORICAL
ASSOCIATION
1925

July 2, 1948

CHARLES VAN RAVENSWAAY
DIRECTOR

Miss Margaret C. Norton, Archivist
Illinois Historical Society
Springfield, Illinois

Dear Miss Norton:

You may recall that I had the pleasure of meeting you
in Cahokia some weeks ago.

I was very much interested to learn that you may wish
to make some change in your work, and consequently
I am induced to write you in the hope that there
may be some chance of getting your good help here.

I should say very frankly that at the moment our
budget would not permit my making a proposition to
you, but we are working very hard on a membership
drive, and hope to greatly increase our income. If
that is successful, one of the first things I want
to do is get trained people to add to our staff.

As you may know, this Society has been living on
austerity rations for a great many years; and while
our collection of books and manuscripts is very
large and very good, we have never had the personnel
to put that material in the condition in which it
should be.

If you think that you might be interested in some
work here, I would appreciate your writing me very
frankly on the subject, and telling me what you think
you could do best, what you would enjoy doing most,
and what you feel your compensation should be.

With kindest regards -

Sincerely,


Charles van Ravenswaay

ch

July 3, 1948

Dr. Charles van Ravenswaay
Missouri Historical Society
Jefferson Memorial Building
St. Louis 12, Missouri.

Dear Dr. Van Ravenswaay:

Thank you for your letter of July 2.

I still have three years to go before I reach the minimum retiring age for the Illinois State pension. That will be a service of thirty years for the State which I think is long enough. It is of course to my advantage to stay until I am eligible for the pension. After that I can probably look forward to many more productive years - at least I come from a long-lived family on both sides, all of whom retain their mental and physical vigor into the late eighties. But a recently developed tendency towards an inherited hyper-tension, as well as a desire to drop some of the griefs attendant upon administrative work, especially in the government, has made me begin to think about the desirability of taking life a little less intently within a few years. Probably what I will actually do will be to stay on here until I am kicked out because of old age, but I believe the sensible thing for me would be to take a non-administrative position where I could use my thirty-five years of library and archival experience (thirty five years as of now). I think it would be fun to organize a large collection of manuscripts, calendar and index them, perhaps prepare them for publication, and I believe I have the experience to do it. It would be necessary for me to work in a private institution because of the Illinois constitutional prohibition of paying out State moneys to a person receiving an income from any other government.

So the answer to your "feeler" is that for the present I am not interested, but perhaps in three or four years I would be. You may be interested to know that just before returning to my native Illinois I worked for Floyd Shoemaker at Columbia. The relationship between the two institutions was not too cordial in those days, but I understand that you are now working together rather than as competitors.

The trip to Cahokia was most enjoyable and I like the idea of working with the group on plans for the celebration. I was very tired that evening but hope to be more lively the next time I meet with the Cahokia and St. Louis friends. I enjoyed meeting you and hope you can get up to Springfield to see us.

Sincerely,

MISSOURI HISTORICAL SOCIETY

JEFFERSON MEMORIAL BUILDING

SAINT LOUIS 12, MISSOURI

CHARLES VAN RAVENSWAAY
DIRECTOR

July 8, 1948

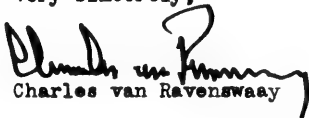
Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you very much for your generous letter of July 3. I will be very much interested in keeping in touch with you and learning of your plans at the end of your 30 years of service for the Illinois Society.

I'll look forward to seeing you from time to time, and hope that you will not hesitate to let me know if any change in your plans should develop.

Very sincerely,


Charles van Ravenswaay

oh

©.A.+L

March 12, 1946

Mr. David D. Morris
2217 Keyes Ave.
Madison, Wisconsin.

Dear Mr. Morris:

My delay in answering your letter of February 26th is due to illness. In fact, I have been on leave of absence for the past two months on that score, so that I am not altogether au courant with what is going on with respect to changes in positions and openings.

Unfortunately there is no employment agency recognized as such in either the archival or historical library field, though there has been much discussion about the need for something of the sort. I believe that about the best source of information is probably the secretary of each of the two professional organizations:

Lester J. Cappon, Secretary, Society of American Archivists
Box 200
Williamsburg, Va.

Farle W. Newton, Secretary-Treasurer, American Association of State and Local History.
State House
Montpelier, Vt.

We have talked about accepting advertisements of this sort in the American Archivist but this goes to press two months before it is issued that is not feasible. I believe an ad in Library Journal or A.L.A. Bulletin might bring results from the historical library angle. Last year the National Archives had such a drastic cut that it was forced to let some of its professional people go, which means more competition for archival positions.

My advice is to try for historical library work rather than for an archival position. Your historical training is fine, but there is some prejudice on the part of archivists against persons with library training. There is an archival school connected with the graduate school of American University at Washington, D.C. A summer school is also held there. If you are connected with an historical library, you are in a position to know about and perhaps foster archival work in your state. Just now, until building programs open up, there is an obvious slump in the archival field.

There are no vacancies present or in prospect on my own staff, so far as I know, but I am filing your letter with Miss Helene H. Rogers, Assistant State Librarian, who is in charge of personnel. It might not do any harm to write also to Mr. J. Monaghan, our State Historian, the Illinois State Historical Library (a separate institution) and get yourself on his list of applicants, though, again, I know of no vacancies there.

The best advice I can give you is to keep writing to the various institutions which might have positions. I am sorry that I cannot be more specific.

Sincerely,

O.A.L.

June 16, 1948

Dr. Wayne C. Grover
Archivist of the United States
The National Archives
Washington 25, D.C.

Dear Dr. Grover:

Although I have corresponded with you and have known of your work, I cannot recall a personal acquaintance with you. That I hope to be able to correct in the near future.

It goes without saying that you have my warmest congratulations upon the honor you have just received, and I pledge you the support of THE AMERICAN ARCHIVIST as well as my personal support. I have always felt close to The National Archives and to my numerous friends there, and I am quite aware of the problems which you are up against both in getting Congressional support and in building up staff morale which I know has been pretty low of recent years. There is probably nothing tangible that I can do to help, but I want you to know that I am with you and want to do anything I can to make your new work easier for you.

Of course we shall be seeing you at the Raleigh meeting; sooner via a personal visit to Illinois, I hope.

Sincerely,

THE NATIONAL ARCHIVES
WASHINGTON

W.C. Grover

THE ARCHIVIST OF THE UNITED STATES

June 21, 1948

Miss Margaret C. Norton
Managing Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you for your kind note of June 16. I suppose Dr. Buck's resignation and my appointment were as much of a surprise to many of my colleagues in the Society of American Archivists as they were to me. Your expression of support is very encouraging. I, of course, have known you by reputation for many years and I look forward to meeting you personally.

Sincerely,

Wayne C. Grover
Wayne C. Grover

P. A. + X
Springfield, Ill.
22 October 1948

Dr. Carl L. Lokke
The National Archives
Washington, D. C.

Dear Dr. Lokke:

It would be desirable for us to make another attempt to get Dr. Dard Hunter to write on Watermarks. I have not had time to search through my old correspondence, which is packed away, for my last letter to Mr. Hunter. What I asked him to do was to write an article about Watermarks which would be found in American manuscript collections. For instance, we have a number of papers showing a rather elaborate watermark, of Britannia, also a few bearing the French Fleur de Lis. We assume also be interested in some thing about the watermarks of early American paper manufacturers. If Mr. Hunter does not have material on that we would be glad to print anything on the subject. We can use illustrations. Normally we do not use more than three pages of half cuts printed on both sides but this would permit reproducing perhaps as many as a dozen watermarks. If what he has are line drawings perhaps we could stretch a point and use a few more. While I would like to publish an article by Dr. Hunter while I am still editor do not give him the impression we will not take an article later if he is unable to finish it in time.

Sincerely,

MCN;mw

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W. VERNE MCKINNEY
ELEANOR STEPHENS, LIBRARIAN

January 13, 1948

Miss Margaret C. Norton, Archivist
Archives Division
Illinois State Library
State Archives Building
Springfield, Illinois

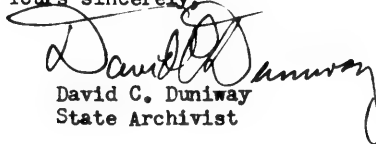
Dear Miss Norton:

Ever since the meeting in September, I have intended to write to you. I wanted to send you my condolences, for although I am younger, I have lost both of my parents, and I know what it means to have either, very personal relationship stop. I hope by now that you are readjusted, and I take it as a good sign that there is an article by you in the last number of Illinois Libraries.

I missed our annual visit very much, but I did learn a lot about various aspects of your work from Miss Rogers, and I appreciate how much she must mean to you as your boss. I also was glad to have an opportunity to meet Miss Scheffler, and to discuss with her problems of records description. Miss Rogers and I both agreed that the meeting was much more rewarding than the larger ALA, and we wondered if we couldn't get the state archivists and librarians together before or after the main meeting in 1948 to discuss mutual problems, and to plan co-operative jobs that need to be done. Behind this proposal is on the theory that we can accomplish more working together, than each of us working in geographical isolation. It should result, I hope, in tools such as those about which I talked in the meeting at Washington in 1946. With our limited staffs, it may often be difficult for any number of us to co-operate, but I doubt if we are any worse off than the librarians were in the 1870's when they were laying the foundation of the American Library Association.

I don't know what projects would interest the greatest number of state archivists, but I feel sure that there are at least two or three that might appeal to enough of us. I therefore enclose a sample brief resume' for your comment. Do you like it? Do you think of others? Is this sort of problem worth while enough to justify calling a meeting of our own?

Yours sincerely,


David C. Duniway
State Archivist

Enc.
DCD:hjs

Project proposed for consideration by State Archivists. 1st draft, January 1948. Prepared by David C. Duniway, Oregon State Atchivist

STANDARD CHECK LIST OF SURNAMES

- PROBLEM:** Searches in records for information relating to people are often unsatisfactory because of mis-spellings, and changing spellings. To solve this, soundex was developed, but the Illinois State Archives has found that such a tool when applied to an archival catalog confuses the searcher, and often only the initiated members of the staff can take full advantage of its resources. What we need therefore is (1) a list of surnames, with (2) a record of their incidence in various parts of the country; and (3) a grouping of variants under the most common spelling.
- LISTING:** By using general alphabetical sources of information, it should be possible to list and count the number of times each surname appears. It is estimated for example that one man month would be needed to list and count the names in the Portland Oregon telephone book. The project is of such size, that no single archival agency could bear the cost, but it could be best accomplished with the aid of other interested agencies, archival, governmental or private.
- GROUPING:** Soundex brings together names that are phonetically similar, with exceptions, notably in the case of names beginning with vowels, sibilants or phonetically similar consonants. A coding on Soundex principles including the initial letter would overcome this defect, and it should be possible, once names are listed and evaluated, to bring together those that are similar within Soundex classifications.
- METHOD:** As small projects can be worked out from directories, state or local records, basic check lists of names should be created, to which other information can be added from other alphabetical sources.

21 JAN 21 1948

01+2

JAN 114

January 21, 1948

Mr. David C. Duniway
State Archivist
Oregon State Archives
Salem, Oregon

Dear Mr. Duniway:

We are sorry to say that Miss Norton is hospitalized and may be subject to a major operation. We have spoken with her of your letter and have shown letter to Miss Scheffler. Miss Norton will answer your letter on her return to her duties.

Very respectfully,

THEO J. CASSADY
Assistant to Miss Norton

TJC:mv

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February 2, 1948

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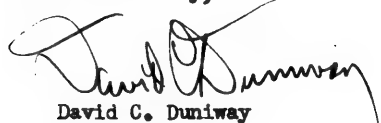
ELEANOR STEPHENS, LIBRARIAN

Miss Margaret C. Norton, Archivist
Archives Division
Illinois State Library
State Archives Building
Springfield, Illinois

Dear Miss Norton:

This letter which should be addressed to all state archivists, is a request for information as to your policy in the retention and destruction of records of your state Insurance Commissions or commensurate state agency. Some portions of the records of the Oregon State Insurance Commission must duplicate material in the records of your state. My commissioner wants to destroy almost everything relating to out of state companies after it is ten years old on the theory that the most important information is retained in the files of the companies, the national rating bureau, and in the files of other state insurance commissions. Personally I believe that at least so far as the west coast is concerned, I can not rely upon the retention of materials relating to the west by other states. Data on Oregon we would naturally save. The enclosed list covers the files at issue which are kept according to the type of document.

Yours sincerely,



David C. Duniway
State Archivist

Enc.
DCD:hjs

(C O P Y)

List of items mentioned in letter addressed to the Oregon State Board of Control from State Insurance Commissioner, undated of January 7, 1948, requesting permission to destroy or otherwise dispose of said items:

Policy forms

Policy rider forms

Rate sheets

Correspondence with Rating Bureau

Copies of Certificates of Authority

Copies of licenses issued to companies

Copies of licenses issued to agents

Copies of powers of attorney (of agents), later revoked

Applications of companies to enter state (not issued)

Copies of documents required to be filed by companies before entering state and correspondence relating thereto, of retired companies

Applications for company licenses

Applications for agents' licenses

Agents' qualification reports

Examination reports made of companies

Surplus line brokers' affidavits and bonds

Copies of non-resident brokers' applications and licenses

Copies of non-resident life agents' applications and licenses

Qualification bonds of retired companies (Insurance Commissioners' Copy)

Annual tax statements of companies

Annual reports of companies (non-Oregon)

Correspondence with companies

Correspondence with public

Files in connection with liquidation of insurance companies (non-Oregon)

Correspondence in connection with hospital associations, automobile service clubs, investment contract companies, medical contractors

GA-2
10 February 1948

Mr. David G. Duniway
Oregon State Library
Salem, Oregon

Dear Mr. Duniway:

You will be pleased to hear that Miss Norton has been released from hospital and is recovering at home. Your letter of February 2d will be called to her attention as soon as permission is granted.

Yours very truly,

THEO J. GASSADY
Assistant State Archivist

TJC;mw

RECEIVED
FEB 24 1948
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ELEANOR STEPHENS, LIBRARIAN

February 17, 1948

Miss Margaret C. Norton, Archivist
Archives Division
Illinois State Library
State Archives Building
Springfield, Illinois

Dear Miss Norton:

As a matter of curiosity, I am writing to ask what you know about the Walker Goulard Plehn Co., Inc., 450 Pearl Street, New York 7, New York. They have circularized this library regarding their lamination facilities, and I know that you or your staff may have investigated their work. Since I judge that their card may have gone to other institutions in Oregon, it is important that I know about them. I quote the text:

"The National Archives and the Library of Congress recognize the fact that old and valuable documents are best protected and preserved by laminating them with Cellulose Acetate film.

This company is equipped to process documents with this material by a method which is identical to that used by these Government departments.

May I suggest the use of this modern Plastic film to protect and preserve your valuable records, papers, and publications?

Additional information and samples will be gladly sent upon receipt of attached card.

Very truly yours,

WALKER GOULARD PLEHN CO., Inc."

"THE PRESERVATION AND PROTECTION OF DOCUMENTS"

Please send me sample booklet and quote onleaves, sizeinches.

Please quote on.....M Standard 100% Rag Catalog cards.

By:
.....
.....
City and State"

If you wish I'll obtain sample booklet, and send it on to you.

Yours sincerely

David C. Shannon
Head, Oregon State Archivist

P.S. Am glad to know you are
in the hospital. DCD:his

24-12
March 17, 1948

Mr. David C. Duniway
State Archivist
Oregon State Archives
Salem, Oregon.

Dear Mr. Duniway:

It has been so long since you wrote the series of letters asking questions about various archival matters that perhaps by now my answers will not be very helpful. As you were apprised, I have had a serious illness this winter and am just now back in the office after a ten weeks' absence, somewhat the worse for the wear, but probably to feel much better in the long run.

The law authorizing the destruction of State insurance department records was sponsored by the Illinois Insurance Department before the State Records Commission came into existence, therefore the archivist was not a party to the recommendations. However, I understand that this act was based upon consultations and advice from other insurance agencies in other states. It may even have been based upon a "model act" so far as I know. Since all states seem to require the same reports from insurance companies and there seems to be considerable uniformity among such regulatory agencies, it is quite probable that this act is a good one. At least, I cannot see any objections to it. A copy is appended.

All I know about the Walker Goulard Plehn Co., Inc. is what I read in their advertising literature, a copy of which is in my file. I wrote them to ask if their were jobbers for the film or the machinery, but they replied that they only did the actual repairing. Apparently their work is good, to judge from their samples, but I do not know how well their would handle badly damaged documents. Of course, for an archivist, they would not be helpful because we cannot risk sending archival documents out of the state. I have mentioned them to patrons as a possible place to which to send documents privately owned, but without a recommendation as to quality. I do recommend W.J. Barrow of Virginia because he is constantly doing research on papers and inks and has the requisite knowledge.

Whether or not it would be possible to compile such a standard checklist on surnames as you describe I somewhat doubt, because

there is such a wide variety as between older American names, many of which have already died out, and names resulting from newer immigration, both original spellings and the shorter forms which are often adopted by second generation descendants. To be practicable, I think such a union list would have to be limited to names appearing between certain periods, and I do not believe compilations from present day telephone directories would be an adequate representation for historical purposes. Perhaps you in the younger states are less aware of these changes than an eastern archivist would be.

For names we find the following helpful:
County histories, D.A.R. lineage books, the "New England Genealogical Register, also, Guide to Similar Surnames For Use in the Adjutant General's Office, War Department, 1920. The most useful of all for 18th and 19th century names we find to be "General Table 111" in the U.S. Census Bureau's "Century of Population Growth, 1790-1900 (1909), p. 227 ff, "Nomenclature, dealing with name represented by at least 100 white persons, by states and territories, at the first census, 1790".

Several years ago, at a filing conference, I met a Miss Fletcher of Indianapolis who claimed to have worked out an improvement on the Soundex system in that her system is based upon a study of names which are fundamentally the same. She had a business of installing the system at a high price. I tried to find out more from her on the subject and to get her to write on the subject, but she seemed to think that any publication of her principles would detract from her ability to get big money for installations - in other words, she wanted to keep a trade secret. I got disgusted with her attitude and lost track of her, though I think she definitely has something which would be of great value to archivists.

Instead of publishing your suggestion on the subject in the American Archivist, to which I don't seem to be successful in arousing discussion, I think you might write to Dr. Van Schreeven who will be the program chairman for 1948 and ask him if he does not think it would be a good idea to devote one session to the subject of working tools which archivists need, of which this is one.

Sincerely,

DESTRUCTION OF ILLINOIS INSURANCE DEPARTMENT RECORDS

Illinois Revised Statutes, 1947, Chap. 73 Sect. 1016, Sect. 404 of Insurance Code of 1937 as amended by an act approved July 24, 1943. L. 1943 vol. 1 p. 820

(1) The office of the Director shall be a public office and the records, books and papers thereof on file therein shall be accessible to the inspection of the public, except as the Director, for good reason, may decide otherwise, or except as may be otherwise provided in this Code.

(2) Five years after the conclusion of the transactions to which they relate, the Director if authorized to destroy or otherwise dispose of all correspondence, complaints, claim files, working papers of examinations of companies, examination reports of companies made by the insurance supervisory officials of states other than Illinois, rating files, void or obsolete or superseded rate filings and schedules, individual company rating experience data, applications, requisitions, and requests for licenses, all license cards and records, all expired bonds, all records of hearings, and all similar records, papers, documents and memoranda in the possession of the Director.

(3) Ten years after the conclusion of the transactions to which they relate, the Director if authorized to destroy or otherwise dispose of all foreign companies' and alien companies' annual statements, valuation papers, tax reports, and all similar records, papers, documents and memoranda in the possession of the Director.

(4) Whenever any records, papers, documents or memoranda are destroyed or otherwise disposed of pursuant to the provisions of this section, the Director shall execute and file in a separate, permanent office file a certificate listing and setting forth by summary description the records, papers, documents or memoranda so destroyed or otherwise disposed of, and the Director may in his discretion, preserve copies of any such records, papers, documents or memoranda by means of microfilming or photographing the same.

(5) This section shall apply to records, papers, documents, and memoranda presently in the possession of the Director as well as to records, papers, documents, and memoranda hereafter coming into his possession.

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O.A. + L.

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ELEANOR STEPHENS, LIBRARIAN

March 23, 1948

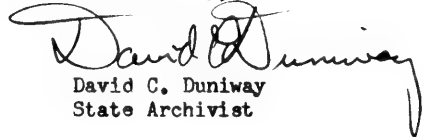
Miss Margaret C. Norton, Archivist
Archives Division
Illinois State Library
State Archives Building
Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of March 17, 1948. It answers many questions. I am particularly interested in what you have to say about the insurance records and idea of the check-list of surnames. I will write to Van Schreeven about the problem of tools. Thanks for the suggestion. I also appreciate what you have to report on the Walker Goulard Phlehn Co. Your trust in Barrows is shared by myself.

Above all, I want you to know how pleased I am at your return to your office, and I hope that you really will be much better in the long run. I like to feel that I still may turn to you as elder statesman whenever I meet some problem that is new to me. My best regards to Miss Rodgers.

Yours sincerely,


David C. Duniway
State Archivist

DCD:hjs

The Torch Press

324 Third Street Southeast

Books ~ Catalogues ~ Publications

Cedar Rapids, Iowa

October 8, 1948

Miss Margaret Norton
Managing Editor
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

From our inquiries it appears that we will be unable to secure the identical cover you have been using on your magazine. Our suppliers have sent us the two enclosed samples as substitutes for the old cover. Please advise if either of these samples appeals to you.

Very truly yours,

THE TORCH PRESS

By *Paul R. Strain*

PRS:ck
Enc. 2

Misc

Springfield, Ill.
Oct. 13, 1948

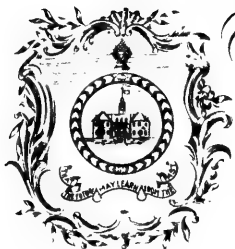
Mr. Paul R. Strain
The Torch Press
324 Third St. S. E.
Cedar Rapids, Iowa

Dear Mr Strain:

The darker shade of blue will do for
the cover of the American Archivist. I
am returning these samples to you.

Sincerely,

MCN;mw
enc.



Colonial Williamsburg

Restored by John L. Rockefeller, Jr.

Williamsburg, Virginia

February 27, 1948

Miss Margaret Norton
Illinois State Library
Urbana, Illinois

Dear Miss Norton:

We wish to change the quality of the paper which we are using for the file copy in Colonial Williamsburg. Dr. Cappon, with whom I am associated, thought that you might have given consideration to the selection of such paper for your archives and that you might be able to give us the benefit of your experience and knowledge.

If you use a paper which you can recommend, we should appreciate it if you would give us the name of the manufacturer or the wholesale paper company from which it is purchased. We should also like to have samples of the paper. It is possible that your own organization has not solved this problem satisfactorily and that you might know some company or institution which has given thought to the problem.

We should appreciate your telling us of any source of information on the subject.

Yours very truly,

(Miss) Wanda Castle
Assistant Archivist

P. S. I refer to file copies of correspondence only in this inquiry.

W. R. C.
W. R. C.

March 6, 1948

Miss

Miss Wanda Castle
Assistant Archivist
Colonial Williamsburg
Williamsburg, Virginia

Dear Miss Castle:

Miss Norton is at present recovering from a major operation and cannot answer your letter at the present time. We have discussed your letter with her and she says that she has given thought to the problem and will answer your letter when she returns to her office.

Very truly yours,

THEO J. CASBARY
Assistant to Miss Norton

THEO;mw

Excerpt

Fidelity Onion Skin

March 18, 1948

Miss Wanda Castle
Assistant Archivist
Colonial Williamsburg
Williamsburg, Virginia.

Dear Miss Castle:

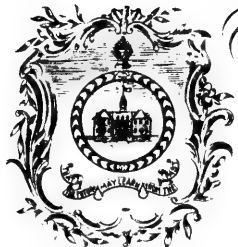
The file (carbon) copy paper which we use here is furnished to us by the State printer who probably purchases it from the Chicago wholesale paper company, Bradner Smith and Co. A sheet is enclosed. About all that I know personally about it is that it contains twenty-five percent rag and have been told that the yellow sheets are less acid than the usual white paper which has been bleached more. Be that as it may, the file copy should certainly have rag content - I should say at least 50%, though I doubt if this quality is on the market in that weight paper. Of course for correspondence which is to be destroyed after five years or so, it is unnecessary and a needless expense to use high quality paper, but for correspondence which is to be retained indefinitely, as we would judge yours is, it is necessary. It is absurd to use fine paper for outgoing mail and then flimsy paper for your own file copy. Frequently we find an incoming letter from some corporation asking the Secretary of State whether a certain proposed procedure is allowable, but the answer is on paper so flimsy that it drops to pieces in a few years - that answer perhaps being necessary for production in court to prove that the company had been warned against a certain practice.

The quality of carbon paper is also important for file copies. Carbon that wears out to a gray tone is better than that which wears bluish, because the latter contains fugitive dyes.

This only partially answers your question because I am not an expert on papers. Have you written to the Delaware archives which runs paper tests?

Sincerely,

MARGARET C. MORTON
Archivist



Colonial Williamsburg

Restored by John D. Rockefeller, Jr.

Williamsburg, Virginia

March 22, 1948

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I received your letter this morning pertaining to copy paper and I am grateful to you for your attention to my request.

The information that you have given me is of interest and I appreciate your suggestion to write to the Delaware archives.

I hope that you are feeling better.

Sincerely yours,

(Miss) Wanda R. Castle
Assistant Archivist

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE REGARDING ISSUES PUBLISHED IN 1948

(THIS FILE IS FROM THE SOCIETY OF AMERICAN
ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE
UNIVERSITY OF WISCONSIN ARCHIVES, MADISON -
RECORD SERIES 200/7/2 - BOX 1, FILE 19.)

State of North Carolina
Department of Archives and History
Raleigh

March 16, 1948

Miss Margaret C. Norton, Managing Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

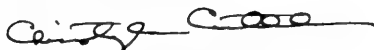
I am sorry to hear of your continued illness, but it is good news that you are now better. It seems a shame to have to spend so much money for such a purpose, and I often think that the doctors should be made to pay us for punching us, experimenting on us, and carving us up. Ditto the dentists because of all they do to our teeth.

Mr. Eddy is going to Harrisburg, where he will be head of the Archives Division of the Pennsylvania Historical and Museum Commission.

Don't bother about my name. It gets written so many ways that sometimes I am even surprised when it appears correctly. If it is all right with you, I'll be grateful if in the future it can be carried as written below.

Hoping that you will be entirely well and strong very soon, I am

Yours cordially,



Christopher Crittenden
Director

Box 1881, Raleigh
Sunday afternoon

Dear Miss Norton,

This proof reached me yesterday and I hasten to send it on, but I do want to add a note just to say Hi! There! We all missed you at Glenwood Springs and Denver, and were saddened by the family separation which made your presence impossible. I trust that by this time you may be somewhat reconciled and adjusted to the inevitable new order.

Things are going pretty well with us here, but the inertia is hard to overcome. We move in slow motion, but we do move. As of course you know, Chris Crittenden has been back since July 1, and I am able to devote my time to the problem of records -- that is such of it as I can steal from the genealogists. I still like North Carolina very much, and I feel that we have a great opportunity here to build on a very solid foundation and make a great state archives even greater.

Phil Brooks has taken back the chairmanship of the committee on Records Administration, and the chances for his getting out an acceptable manual seem good. I am sorry not to have done more on that job, but I just don't know enough about state records to do the job. When I know just where I am going I can write, but not until I do.

Needless to say, I am delighted that you are going to be able to print my article. I had come to think that you would be unable to use it. I hope that it may do some good, that it may wake up some officials as to what their programs should be.

Best of everything to you, like always,

HHE

Comments of H.H.Eddy on the proof:

This seems to me to be astonishingly clean proof. Only in one place, on the third sheet, do I note an error. There the l has been left out of certainly.

As to the red marks which were on the copy when it reached me, I can only say that I suppose that style manuals and editorial custom will decide if it should be ashheaps or ash heaps, ashcan or ash can. With glorious inconsistency I prefer, somehow, ash heaps and ashcan, but I take no stand and make no case. Let ye editor rule as to her seemeth best. The same remark holds as between records preservation or record preservation, though I am inclined to believe that it really is an elliptical expression from "the preservation of records". Do as seems best

Of course naive should bear an umlaut over the i, but my typewriter lacked such a device--and still does.

The New Zealand Herald

WILSON & HORTON LTD.
PROPRIETORS

Editorial Department

CABLE AND TELEGRAPHIC ADDRESS:
"HERALD," AUCKLAND

July 5, 1946

The Editor,
"The American Archivist,"
Menasha, U.S.A.

Dear Sir,

The enclosed article on the work of the war archives sections in New Zealand and Australia may prove of interest for publication in your journal. I was attached to the staff of the New Zealand Army Archives Section throughout the war.

If you should decide to publish this article, I should appreciate it if a copy of the issue containing the article could be forwarded to me.

Yours faithfully,

Eugene C. Grayland

Mr E. C. Grayland
% Editorial Department,
"The New Zealand Herald,"
Auckland, New Zealand.

End.

September 10, 1946

Mr. Eugene C. Grayland
% Editorial Department
"The New Zealand Herald"
Auckland, New Zealand.

Dear Mr. Grayland:

This will acknowledge receipt of your interesting article on the work of the war archives sections in New Zealand and Australia. We are delighted to get contributions from our friends overseas, and hope to publish as many of the contributions sent us as we can. I have only recently taken over the editorship of the American Archivist and am working with my editorial board on a revamping of policies. Just at present I am putting my second (October) number through the press and do not expect to begin work on the next number until after the first of November. At that time I make a more careful study of your contribution and let you know if and when I can use it. I do not think we can publish it before the April 1947 issue because of prior commitments, but I will write you more definitely at a future date.

In the meantime, I thank you for thinking of us and for sending this article along.

Sincerely,

EDITOR

Editorial Staff,
"The New Zealand Herald,"
Auckland, New Zealand.
July 30, 1947.

Miss Margaret C. Norton,
"The American Archivist,"

Dear Miss Norton,

In your letter of Sept. 10, 1946, you said you thought my article on the work of war archives sections in New Zealand and Australia might be used in your issue of April 1947 but you would let me know later when you might be using it.

As I have not heard anything since, I should appreciate it if you could let me know if you are yet able to tell me anything more definite about it.

Thanking you,
Yours faithfully,

Eugene C. Grayland

September 9, 1947

Mr. Eugene C. Grayland
Editorial Staff
"The New Zealand Herald"
Auckland. New Zealand.

Dear Mr. Grayland:

Owing to the fact that printing costs for The American Archivist have doubled within the past year, it has been necessary for us to select articles for immediate publication partially on the basis of how they would fit into the space best. I realize that your article is rapidly losing timeliness, but it is of interest to know what our overseas friends have been doing. In order to get this in within a reasonable time, it may be necessary to run this as a News item contributed by you rather than as a feature article, as originally planned. We have had enough contributions to have filled a periodical twice the size of ours this past year and it has been a keen disappointment that we are having to delay publication of many articles because of the publishing situation. As a newspaper man, you understand what rising publication costs are doing to fixed budgets.

Thank you for your inquiry. I cannot make any promises, but still hope I can use your article.

Sincerely,

Managing Editor

4500 47th St. N. W.
Washington D. C.
Oct 7 1947

Miss Margaret Norton
Springfield

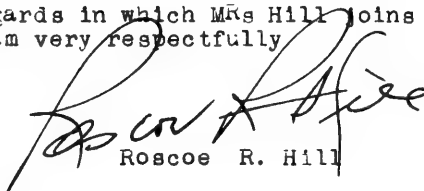
Dear Miss Norton:

Last evening Mr Cozalo Patrizi of Venezuela brought to the house the enclosed clippin of a Caracas paper which Dr Perera the former director of the Archive had sent for the Society. It occured to me that you would have more use for it than any one else. It seems they are stirring things up about the Archive in Venezuela. Dr. Per era was let out when the new regime came in last year and now he is in the Constituent Assembly in the opposition and is trying to do something for the Archive. So here goes the clipping to you. He sent several others.

How is the October number coming on? I was hoping to have some page proofs of the artilce to get them to Cuba before the anniversary date of Saptain Llaverias. I have learned that they are going to do something, but as yet do not have the deta&ls which have been promised.

Hope everything goes fine with you. Also hope that your mother continues in fairly good health.

With best of regards in which Mrs Hill joins
I am very respectfully



Roscoe R. Hill

December 31, 1947

Dr. Icko Iben
University of Illinois Library
Urbana, Illinois.

Dear Dr. Iben:

Miss Rogers has called my attention to the news note in the University of Illinois Library Staff Bulletin for December, telling your adventures in Cairo. I am very glad that your experience here has been a continuing interest in archives, and I think what you did in trying to rescue business records a laudable matter.

This should be written up in the News Notes section of the American Archivist. Would you be kind enough to send a copy of that bulletin or a short description of what you did to Mrs. Mary C. Lethbridge
News Notes Editor
The American Archivist
The National Archives
Washington 25, D.C.

I trust you are enjoying your work at Urbana and like the town itself. I miss the intellectual stimulus of an academic atmosphere myself. Your daughter must be in the University by now, and young Icko close to it.

Thanks for the Christmas card, and a Happy New Year to the Iben family.

Sincerely,

March 18, 1947

Mr. Fred Shelley
1505 10th NW
Washington 6, D.C.

Dear Mr. Shelley:

Your article entitled "Manuscripts in the Library of Congress: 1800-1900" and the "filler" on the ink episode have been forwarded to me. I like them both and will use them in The American Archivist. My friends laugh at me because I am always praying that I shall not become "an earnest female", but I think that is just what the American Archivist has tended to become. Therefore I particularly liked your semi-humorous contribution. I have for some time wanted contributions from and about the Manuscripts Department of the Library of Congress. I therefore was glad to get your article, particularly since it was obviously written with archivist readers in mind.

Just when I can publish these contributions I cannot now say. I have been running too far ahead of my budget this year and am having to restrict the size of the July and October numbers. I try to balance types of articles, so I never know for sure until the last minute what I shall include in any given number. I will notify you ahead of publication, however, and will send proof to you on the main article.

Thank you for this material.

Sincerely,

MANAGING EDITOR

1509 20th St. NW
Washington 6, DC
9 August 1947

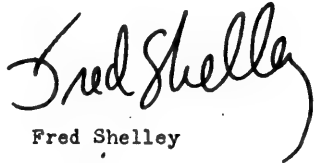
Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

On the possibility that you might want to communicate with me in the next four weeks about the Library of Congress article, I must notify you that I shall be away from Washington from the 14th of this month until the 5th of next. Mail addressed to me at 1624 North Waco, Wichita 4, Kansas, will reach me promptly.

Probably this is an unnecessary precaution, but so often those neglected are the ones which should have been attended to.

Sincerely,


Fred Shelley

August 15, 1947

Mr. Fred Shelley
1624 North Waco
Wichita 4, Kansas.

Dear Mr. Shelley:

Much to my disappointment, and I am sure to yours, I have had to omit your article on the Library of Congress from the October number of The American Archivist. Owing to budgetary troubles I have had to keep down the size of the issue this time to the minimum. I spent the better part of two days juggling articles in an effort to include yours, which I think would be particularly appropriate for right now, but I just could not make my pages come out right with it in. I shall publish it as soon as I can. I think it should be a feature article, so perhaps it cannot go into the January number which is largely the proceedings number, but it will be published as soon as I can. I don't like this idea of having to hold up papers for as long as a year, but printing prices have zoomed to the point that we are lucky to be able to issue a minimum sized number.

I hope you are enjoying your vacation. At least we won't bother you with proof while you are gone.

Sincerely,

Managing Editor

1509 29th NW
Washington 6, DC
18 December 1947

Miss Margaret C. Norton
1105 South Second St.
Springfield, Illinois

Dear Miss Norton:

The proofs for the article are returned to you. You would have had them last week except that a few unforeseen complications developed. Although a verbal approval was secured from higher administrative officials for me by Mr. Sioussat last March, he advised me to get a formal "o.k." now. The somewhat battered galleys have been read by Mr. Sioussat, the Director of the Reference Department, several persons in the Publications Office, and (in part, at least) by Dr. Evans. The manuscript is still in tact. Numerous suggestions were offered for improving the literary style (that was easy) and at two or three points censorship entered. Of course, you understand the necessity for great caution for any action by one connected with the government. A thousand good deeds pass unnoticed, but a single error by a high official is often magnified ten thousand times. I could have by-passed Library approval by using American University as my institution since I was and am a student there, except Library history is treated and I was already involved.

This lengthy explanation is necessary to satisfy my conscience as I return proofs speckled with "corrections" which were not in the original manuscript. The composition, after all, faithfully and intelligently followed the manuscript. I have culled the suggestions and changes (especially those in the class of "desirable" or "possible" but not required) to a minimum. With the changes on the proofs as they now stand, and the following appendage, Library officialdom, Dr. Posner, and a wiser author will be happy:

Dr. Posner rightly feels that the University should receive recognition. Perhaps thereby some of his future students will be encouraged to greater efforts in future papers for him.

So much for changes and action necessary or desirable -- the rest for observations. In many literary ways I suppose the paper could be improved, and two or three factual items might have been added today which were not known to me a year ago. You will not be bored at hearing two items: In human interest, that I discovered with some surprise last March that Mr. Leech, a boy of 16 or so in 1900 when he began working for the Library, was very much alive, hale and hearty, and the chief assistant to Dr. Robert Hill at the New York Public's Manuscript Division. He remembered and cheerfully told many incidents of the early days, especially when W. C. Ford was Chief (1902-1908). The other, the finding of a mss. volume in our "South America" collection which had been presented to the Library in 1838.

Let me now express my very great appreciation to you and to the Archivist for the opportunity of seeing these lines reach the light of day. It is my first such experience (except the "sea water and records" and two or ^{three} other inconsequential pieces) and I have enjoyed it as well as suffered with it. If it is not premature, I must thank you for your editorial indulgence. If there is some service I can perform for you or the magazine in the future which is within my power, please call upon me.

I leave in about two hours for the holidays. I'm coming through St. Louis so I shall probably mail this on the west side of the Mississippi. Should you wish to reach me before the 26th or 27th, address me at 1624 North Waco, Wichita 4, Kansas.

Sincerely, (and in haste)


Fred Shelley

P.S. I have recently learned of some of J. Franklin Jameson's correspondence when he was in the Carnegie Institution, not a little of which relates to the National Archives movement. Intend to investigate on returning to Washington. Would you perhaps be interested in a description of them (preferably not by me)? Fs

Hope you can accept ink corrections.
They are, I believe, clear and complete.
Mr. Sioussat has read and approved.

Fred Shelley

December 31, 1947

Mr. Fred Shelley
1509 29th NW
Washington 6, D.C.

Dear Mr. Shelley:

The corrections and emndations of text for your article arrived in time forme to make the changes on page proof, so you are in the clear on all points of censorship, etc. Dean Posner thinks we should always give credit to his class for articles, and I suppose we should, though lots of people are scornful of "term papers"no matter how good they are.

Yes, the J. Franklin Jameson correspondence should be interesting for the American Archivist for there certainly would not now be a National Archives except for the persistence of Leland and him.

May I wish you and yours a Happy and prosperous New Year.

Sincerely,

MRS. HENRY RIDGELY, PRESIDENT
DOVER

J. ERNEST SMITH, VICE-PRES.
WILMINGTON

JAMES E. GOBLEE, SECRETARY
STOCKLEY

FRANK S. HALL, D. D. S.
DOVER

MISS LAURA S. RICHARDS
GEORGETOWN

MRS. EDWARD W. COOCH
COOCH'S BRIDGE

State of Delaware



Leon deValinger, Jr.
State Archivist

The Public Archives Commission

Dover, Delaware

March 6, 1947

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

February was so full and went so fast that it was gone before I realized it or had an opportunity to write out the contents of my talk at the annual meeting in Washington. Although it is past the deadline you set, I am enclosing it and hope you may still be able to use it as you contemplated. With kind personal regards, I am,

Sincerely yours,

A handwritten signature in cursive script, reading "Leon deValinger, Jr.".
State Archivist

LdeV:csa

MRS. HENRY RIDGELY, PRESIDENT
J. ERNEST SMITH, VICE-PRES.
JAMES E. GOSLEE, SECRETARY
FRANK S. HALL, D. D. S.
MISS LAURA S. RICHARDS
MRS. EDWARD W. COOCH



STATE OF DELAWARE
PUBLIC ARCHIVES COMMISSION
DOVER

48
Leon deVelling, Jr.
STATE ARCHIVIST

March 25, 1948

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I wish to thank you very much for your kindness in sending me reprints of my article "The Place of County Records in the State Archival System" which appeared in the recent number of The American Archivist. I am very much pleased to have these and thank you for your kindness.

At the same time I wish to ask you about an already-published article which I thought might be of interest to the readers of The American Archivist. Enclosed is an article by Captain Victor Gondos, Jr., whom you know as a member of our Society and a member of the staff of The National Archives. This article, "American Archival Architecture", which appeared in The Bulletin of the American Institute of Architects, I thought would probably be of considerable interest to a number of archivists or those interested in the profession who may not have seen it in the publication in which it originally appeared. Captain Gondos tells me that he has had many requests for copies of reprints and that he has not been

-over-

Miss Margaret C. Norton

-2-

March 25, 1948

able to fill them from his limited supply. I thought that perhaps with some elaboration of certain phases the article would probably be very beneficial to the readers of our official publication.

With kind personal regards and hoping that your work is progressing nicely, I am,

Cordially yours,

Leah de Koning
State Archivist

LdeV:csa

Enclosure

RECEIVED
MAY 1 1948
U.S. DEPT. OF JUSTICE
WASHINGTON, D.C.

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RECEIVED

U.S. DEPT. OF JUSTICE

WASHINGTON, D.C.



April 10, 1948

Mr. Leon de Valinger
State Archivist
Delaware Public Archives
Commission
Dover, Delaware.

Dear Mr. de Valinger:

Thank you for the copy of Capt. Gondos' article from The Bulletin of the American Institute of Architects. I tried to get him to do a similar article for us before this came out, but he thought it might somewhat detract from this if he were to write for us. Since he is having difficulty getting enough reprints, perhaps he will now be willing to consider doing a similar article for us. At least, I am writing him again on the subject.

I cannot say that work is going too well, because I am making a discouragingly slow recovery from a serious illness and two major operations which kept me hospital and house bound for nearly three months. My physicians tell me I am expecting too much of myself too soon, but I notice they billed me promptly just the same and left it up to me to provide the wherswithal. I am going to have to give up the editorship at the expiration of my term next year. I am under considerable pressure to get out right now, but I am sure I can carry it another year. The April number will be very late - I just got galley proof - but I hope the July issue will be on time.

Please send along any other suggestions for articles. We are pretty well supplied right now, but I am still on the lookout for articles on archival technique - something I have difficulty in getting, for some reason.

Sincerely,

COMMONWEALTH OF VIRGINIA



VIRGINIA STATE LIBRARY

RICHMOND

December 23, 1946

Miss Margaret C. Norton, Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I have at last secured some suitable photographs showing details of our shelving and stack arrangement. Before writing a brief description to accompany these photographs, I should like to know how many of the pictures you wish to reproduce in the American Archivist.

You are to be congratulated on the improvements you have made in the American Archivist. I hope the index (now nothing more than a table of contents) will receive some consideration from you. Much important information is lost in the journal through the want of an adequate index.

Yours very truly,

William J. Van Schreeven
Head Archivist

VS:G

January 3, 1947

Dr. William J. Van Schreeven
Head Archivist
Virginia State Library
Richmond, Virginia.

Dear Dr. Van Schreeven:

I am glad to hear that you have at last secured pictures illustrating your shelving and stack arrangement. The last time he was here, Mr. Lombard of Art Metal promised to send working drawings of your shelves, also of our sliding shelf which we think an improvement over the old roller shelf. If I can get these drawings out of him in time and you send your pictures, I want to run this in the April issue. My thought was that perhaps two of your pictures could be run on one page, one (I think will be enough) of our sliding shelves, one or two pages of the working drawings and about two pages of explanation for the two. If the drawings can be reproduced on the regular paper, as I hope, this would make a layout of three regular paper pages, and two calendar pages, which would make a nice filler for between articles of uneven pages. However, if you had in mind something more elaborate, send it along. I am trying to have a least one thing each time of practical interest to state archivists. It is easy to get other types of articles, but hard to get the state archivists to write.

I am interested in what you say about the index. In accordance with instructions from the Council I am omitting the usual volume index, which everyone agrees is not worth much. We are trying to find someone to do a ten year index to be issued separately, to include news items and in general a detailed index. I thought I had Karl Trever lined up for it, but he feels the News Notes is all he can manage, and I do not blame him. I am afraid it is out of the question for me to tackle the job. Have you any suggestions as to who might be willing, and able, to do it?

It was with surprise that I heard that Mr. Hall is retiring. Please extend to him my best wishes. I will write him later. Meantime, a Happy and prosperous year to you and your staff, especially to Mr. Barrow and Miss Bass.

Sincerely,

MANAGING EDITOR

Ja 1948

COMMONWEALTH OF VIRGINIA



VIRGINIA STATE LIBRARY

RICHMOND

March 6, 1948

Miss Margaret C. Norton, Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

My note on our stack and shelving arrangement has resulted in several inquiries as to our system of flat filing. I have therefore prepared the enclosed brief article which you may feel desirable to print in the American Archivist. I have mentioned, in some cases, specific items and firms, and tried to give some idea of prices. The mention of various firms is not, of course, an advertisement for such firms, and I have tried to guard against this by mentioning several that are suitable, or using the phrase "or equal." I have deliberately been specific for my experience has been that archivists (who in general have paid little attention to boxes and folders) desire this type of information.

The pictures in my article came out very well indeed; and the reprints are most satisfactory.

I have finished my first draft for the article on "Virginia's County Record Program." I hope to finish this soon, and send it along to you.

Yours very truly

Wm J. Van Schreeven

William J. Van Schreeven
Head Archivist

VS:G

COMMONWEALTH OF VIRGINIA



VIRGINIA STATE LIBRARY

RICHMOND

November 6, 1947

Miss Margaret C. Norton, Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Enclosed you will find my belated note on our stack and shelf arrangement. I have included three photographs for purposes of illustration. These are marked Figure 1, 2 and 3 on the back to conform with a table of illustrations at the end of my note. It is easy to get Figure 1 upside down--I have indicated the top--but in all cases the tops of the pictures can be determined by the light fixtures, which of course should be at the top.

I regret my delay in preparing this article, but the truth is that after I finally got suitable photographs made, I had them on my desk, and one day a visiting archivist evinced great interest in them, so I gave him the copies. I intended to have other copies made from our negatives but the matter slipped my mind until recently.

At the present time I am trying to write an article on Virginia's county record program. As you know this state started a program of copying county records in 1892. I have attempted to trace this program through the years to the present when we are utilizing both Photostat machines and microfilm cameras to copy the county records. In the course of this program we have developed techniques and procedures in such work which may be helpful to other archivists. I hope to touch on our restoration work which has been united with our copying program. Emphasis will be laid on the splendid work of the patriotic societies in both furnishing the means to have many county records restored, and in stimulating interest so that local boards of supervisors are undertaking this work. I was amazed at the attack on genealogists at one of the sessions during

November 6, 1947

the Washington meeting. Miss Rogers answered this uncalled for and flippant attack from the floor, for she realized and stated the value of genealogists and patriotic societies in furthering the work of an archival institution. In any case I let the facts speak for themselves insofar as Virginia is concerned; and we do not feel we are "flunkeys to genealogists and antiquarians."

If you think an article on our county record program would be suitable for the American Archivist, I'll be glad to submit it to you.

I want to congratulate you for printing Cappon's splendid directory of state archival agencies. It is one of the most useful compilations that has ever appeared in the American Archivist.

Yours very truly,

Wm J. Van Schreeven

William J. Van Schreeven
Head Archivist

VS:G

November 8. 1947

Dr. William Van Schreeven
Head Archivist
Virginia State Library
Richmond, Virginia.

Dear Dr. Van Schreeven:

The pictures and descriptive article on your shelving are exactly what I wanted. Victor Gondos did not send me his usual architectural note this time, so I may be able to use this for the January number. That ought to have been sent to the printer two weeks ago, but I have been ill and am just getting at it this week end. If this won't fit in this time (I have to juggle my space because costs don't let me run over 96 pages) I will use it very soon.

It would be very fine to have an article from you on Virginia's county record program. Yours, if not the oldest program in the country, is at least the one which has been most consistently carried out over a long long time. We certainly want just the type of paper you have outlined, and the sooner the better.

It is too bad that most archivists hate genealogical work so much. Personally I agree with Mark Twain's remark that if there was going to be any of this ancestor worship business in his family he intended to be the ancestor. Nevertheless, many of our taxpayers, and they are usually influential, do demand that service. It is my contention that if we have the records it is our business to produce any information needed from them, and that if we cannot it is because we have not done the indexing we should. We get so many letters from all over the country thanking us for our help and saying that very few states either attempt to help them or even give a courteous answer. I am glad to be able to say that I have never heard anything but praise for the Virginia State Library in this connection.

Sincerely,

December 8, 1947

Dr. William J. VanSchreeven
Chief Archivist
Virginia State Library
Richmond, Virginia.

Dear Dr. Van Schreeven:

Enclosed is proof for the illustrations for your article. It seemed to me that the photograph showing the actual construction was the most important photograph, so when we decided to run two on one page and one separately I thought that was best for the larger picture.

We save a little money (not much) by letting the printer destroy the cuts immediately after printing, but if anyone wants them we will instruct him to send them to the author. It occurs to me that you might like to use these cuts in some library publication, and if so you may have them if you will let me know that you want them within the next two or three weeks.

This is going to be a very practical article, and that is what I am continually looking for for the American Archivist.

Sincerely.

COMMONWEALTH OF VIRGINIA



VIRGINIA STATE LIBRARY

RICHMOND

December 12, 1947

Miss Margaret C. Norton, Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am returning the proof of the pictures herewith. Your layout is all right; you are correct in your conclusion that the photograph showing the actual construction is the most important.

We would like to have the cuts of the pictures. From time to time we receive so many requests pertaining to our shelf arrangement, that it would be well if we could secure a number of separate reprints of the article. Could we secure these, and could you advise me as to the possible cost of such reprints?

Yours very truly,

William J. Van Schreeven
Head Archivist

VS:G

December 18, 1947

Dr. William J. Van Schreeven
Head Archivist
Virginia State Library
Richmond, Virginia.

Dear Dr. Van Schreeven:

The cost of reprints of your article would depend upon the number of copies you wanted. I find it more satisfactory for contributors to make their own arrangements direct with the printer, hence I cannot give you any idea as to the cost. You should address your letter to

Harold J. Bachmann
The George Banta Publishing Co.
Menasha, Wisconsin

As you know, the editor gets 25 copies of each issue which she cuts up for distribution among the contributors. When possible I try to arrange copy so that each article will begin on a right hand page, otherwise the man whose article ends on the back page of the first page of the succeeding article has to share the 25 copies with the other fellow. Because of the budget I am having to keep the number of pages to 96 and for the January number came out exactly even. As I recall it, the printer had put your article on a left hand page so you would only get a dozen copies. Perhaps I can juggle the pages when I get page proof, but I am afraid I cannot help the situation. Probably you will want more than the 25 copies anyhow, so perhaps you will let us cheat you.

I am instructing our publisher to send the original cuts to you for your use.

A Merry Christmas and a Happy New Year to you and yours.

Sincerely,



The National Archives

Washington, D. C.

April 28, 1947

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45 11200 ± 3
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302

Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Enclosed herewith is a clipping from the London Sunday Times of April 13, 1947 containing an article by Joan Wake entitled, "The Materials of History." Mr. Sargeant Child has just sent it from London to Dr. Wood. Wood and I agree that this short article would provide a nice thing for reprinting in The American Archivist. If you agree with us will you take care of getting permission from the London Times?

Best wishes to you.

Sincerely yours,

Carl L. Lokke

Carl L. Lokke

May 29. 1947

Editor
The London Times
London, England.

Dear Sir:

An article from the Sunday London Times of April 13, 1947 by Miss Joan Wake, entitled "The Materials of History" has just come to our attention. May we have your permission to reprint this as an editorial in the American Archivist? This publication is the quarterly journal of the Society of American Archivists, in other words, the national professional journal for American Archivists. Credit will of course be given to the London Times.

Sincerely,

MANAGING EDITOR

Sunday ~~Extra~~ Times

ESTABLISHED 1822

KEMSLEY HOUSE, LONDON, W.C.I.

Telegrams: "SUNDAY TIMES", HOLB, LONDON.

Telephone: TERMINUS 1234.

19th June, 1947.

Miss M.C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Madam,

From an editorial point of view, we gladly give you permission to reprint Miss Wake's article in the "American Archivist", but in fairness to Miss Wake, who would be the beneficiary, I am bound to ask that, if a small fee should be payable, it should be sent to us.

Permission is, of course, conditional upon there being acknowledgment to "The Sunday Times". Would you be kind enough to note that this newspaper has no connection with the London Times.

Yours faithfully,

Sh. Hodson

August 26. 1947

Dr. Herbert O. Brayer, Chairman
Program Committee
Society of American Archivists
State Archives Department
State Museum
Denver, Colorado.

Dear Dr. Brayer:

As you have doubtless heard from Dorothy Taylor, I shall be unable to attend the Colorado meeting on account of the critical illness of my mother. She has been in a coma for some days and there is no telling how long she may linger or how soon she may go. At any event, the past three and a half weeks have been such a strain on me that I am in no condition to undergo the heart strain of your altitudes. I have been looking forward to this trip for two years, and am very sorry indeed that I cannot be with you. I know this is going to be one of the most interesting meetings we have ever had.

As editor of The American Archivist I must remind you that it is the job of the chairman of the Program Committee to gather in the papers read and to see that I get them. While the reading of a paper does not guarantee publication, it practically does, and I must see all in order to make my selections.

With best wishes for a good meeting, I am,

Sincerely,

Managing Editor

The College of the City of New York

THE CITY COLLEGE—DEPARTMENT OF HISTORY
CONVENT AVENUE AND 139TH STREET
NEW YORK 31, N. Y.

2 August 1947

Miss Margaret C. Norton
Managing Editor
The American Archivist
c/o Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton,

I was very pleased to receive your letter suggesting that I submit my article, "The Machine Age in Historical Research," for consideration by The American Archivist. Even if my paper be considered unsuitable for the pages of your journal, I think that you will find it of personal interest in view of your problem with the Illinois Canal records. For as you will readily see my paper deals with just this very problem, namely, the overwhelming abundance of the materials with which the historian has to work, and suggests a way out by the use of the punched-card method (IBM, Remington Rand, McBee Keysort) now in common use in the business world. Incidentally, you may be interested to learn that Professor Lawrence A. Harcer of the Department of History at the University of California (Berkeley) is faced with a similar problem with regard to the Customs records of Colonial America and he is trying to solve it with the use of Internal Business Machines.

Although I am sending you a copy of my article for consideration, I must in all truthfulness confess that I have already submitted it to the Canadian Historical Review for nostalgic reasons - Toronto being my alma mater. However, I seriously doubt that it will be found suitable for the pages of the Review and hence I don't expect that any difficulty will arise on that score should you decide to publish it. As a matter of fact Vernon Tate may have mentioned that in his letter to you. Realizing well what problems beset the editor of a quarterly publication in your April, 1948 issue would be satisfactory with me.

Would it be possible for you to advise me tentatively before too long whether or not my article will be accepted?

Sincerely yours,

Murray G. Lawson

Murray G. Lawson
12 West 71st Street
New York 23, N.Y.

August 6, 1947

Professor Murray G. Lawson
12 West 71st Street
New York 23, N.Y.

Dear Dr. Lawson:

Although I have not had time to read your article entitled "The Machine Age in Historical Research" in detail, or even in full, I have seen enough of it to be able to say definitely that I think it is suitable for publication in The American Archivist. Although the paper was addressed to historians rather than to archivists, most, if not all archival agencies have vast quantities of valuable source materials which have not been exploited because of the bulk of the material which would have to be sifted. It is probably the historian who will apply the technique, rather than the archivist, but the archivist needs something like your article to call to the attention of his patrons.

Personally I can see no objection to the publication in both the Canadian Historical Review and The American Archivist since there is very little overlapping in the two subscription lists. Of course if the Canadian periodical accepts your article there will have to be correspondence between the two editors on the matter. Of course, if the other editor accepts it and does not want us to publish it also, I shall bow to his wishes.

Thank you for letting me have a copy at all events.

Sincerely,

Managing Editor

The College of the City of New York

THE CITY COLLEGE—DEPARTMENT OF HISTORY
CONVENT AVENUE AND 139TH STREET
NEW YORK 31, N. Y.

23 August 1947

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department
Illionis State Library
Springfield, Illinois

Dear Miss Norton,

I must apologize for not replying sooner to your letter of August 6th advising me that you had found my article, "The Machine Age in Historical Research," suitable for publication in The American Archivist.

As you probably suspect this delay has been occasioned by my having written to the editor of the Canadian Historical Review to advise him of this action and to convey to him your suggestion with regard to joint publication in both journals. Unfortunately, as yet, I have had no reply from him so that I am unable to inform you as to his reaction.

Nevertheless, after some reflection, I have come to the conclusion that whatever be the decision of the editor of the Canadian Historical Review I should like you to proceed with your plan of publishing my article in one of the forthcoming numbers of The American Archivist. As I feel that thereby my suggestions will be brought to a much larger - and from one point of view - a much more important audience, that is one which is much more vitally concerned with this matter.

With many thanks,

Sincerely,

Murray G. Lawson
Murray G. Lawson
12 West 71st Street
New York 23, N.Y.

P.S. As soon as I shall have heard from the editor of the Canadian Historical Review I shall drop you another note advising you of his reaction.

The College of the City of New York

THE CITY COLLEGE—DEPARTMENT OF HISTORY
CONVENT AVENUE AND 138TH STREET
NEW YORK 31, N. Y.

26 August 1947

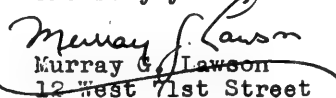
Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton,

This is just the briefest of notes to inform you that the editors of the Canadian Historical Review have just advised me that my article, "The Machine Age in Historical Research," is not "quite suitable" for that journal. Consequently, any barriers to your publishing my article have now been removed.

Incidentally, could you please advise me sometime what your policy is with regard to reprints, as I should like to get some for personal distribution, if that is possible.

Sincerely yours,


Murray C. Lawson
12 West 71st Street
New York 23, N.Y.

September 9, 1947

Professor Murray G. Lawson
12 West 71st Street
New York 23, N.Y.

Dear Professor Lawson:

It is good to know that we have the "go ahead" signal for the publication of "The Machine Age in Historical Research." I do not know just how soon this can be printed in the American Archivist but I will so so as soon as I can fit it in. You will receive galley proof.

You ask about our policy as to reprints. The editor receives 25 copies of each issue which we cut up and distribute to our contributors. Any reprints which authors require beyond that they arrange for at their own expense directly with the publishers, the George Banta Publishing Co., Menasha, Wisconsin. Personally, I should like to see a broad distribution of our article which I feel is significant.

Sincerely,

Managing Editor

The College of the City of New York

THE CITY COLLEGE—DEPARTMENT OF HISTORY
CONVENT AVENUE AND 139TH STREET
NEW YORK 31, N. Y.

8 December 1947


Miss Margaret Norton
Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton,

This is just a brief note to enquire whether as yet you are in a position to advise me as to whether my article, "The Machine Age in Historical Research," will appear in the January or April, 1948, issue of your journal.

Am I right in assuming that of the 25 copies you receive for cutting up and distribution among your contributors that the individual contributor may then expect in the neighborhood of 2 or 3 offprints? If so, I should like to submit a suggestion for your consideration. Would it be possible for me to receive in place of these 'offprints' an intact copy of the issue in which my article will appear? And I shall then look after ordering a number of reprints from the publishers directly.

Yours sincerely,


Murray G. Lawson

December 13, 1947

Professor Murray G. Lawson
Department of History
The City College
College of the City of New York
Convent Avenue and 139th St.
New York 31, N.Y.

Dear Mr. Lawson:

It was impossible to fit your article into the January number but I hope to run it in the April issue. Galley proof will be sent for your correction.

All of the copies of articles obtained from cutting up the 25 additional copies of The American Archivist are distributed to the contributors. Ordinarily the author thus gets 25 copies for his own use, but when it is impossible to make the pages come out even so that the last page of one article comes on the back of the first page of the next the respective authors only get a dozen each. I try not to have that happen, but because printing prices restrict me so tightly as to the number of pages I can print, I just cannot help that happening occasionally. Any copies in addition to the ones we send you must be purchased from the publishers (George Banta Publishing Co., Menasha, Wisconsin) and must be arranged for directly with them, before the magazine goes to press. The company kills type immediately unless it has a hold order. If you think you may wish extra copies, please write to them at once after receiving galley proof. The editor receives a few extra copies of the magazine, and I will be glad to send you the one complete number for your file.

Sincerely,

172
The City College of New York

CONVENT AVENUE AND 139TH STREET
NEW YORK 21, N. Y.

DEPARTMENT OF HISTORY

Sent
of 4
29 May 1948

Miss Margaret C. Norton
Editor
The American Archivist
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

This is just a brief note to acknowledge receipt of the copies of my article, "The Machine Age in Historical Research," which arrived the other day. I might add that the article reads even better in print than it did in typescript.

I am wondering whether it might be possible for you to send me for my personal files the complete issue of The American Archivist in which my article appears.

Sincerely yours,


Murray G. Lawson

June 7, 1948

Dean Robert C. Aukerman
Northeast Missouri State
Teachers College
Kirksville, Missouri.

Dear Dr. Aukerman:

Your letter of May 27 requesting a reprint of the
article "The Machine Age in Historical Research" by
Murray G. Lawson which appeared in the April issue
of Th A IST is being referred to the
 as supply you with a copy.

Sincerely,



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

December 1, 1947

Miss Margaret C. Norton, Editor
The American Archivist
Archives Division, State Library
Springfield, Illinois

Dear Miss Norton:

I was very much chagrined to learn Friday morning that no answer was ever made to your letter of September 18 requesting a draft footnote to accompany Hamer's article "Guide to Records of World War II" stating that this program was ordered curtailed by Congress. I sent this letter to Dr. Hamer and asked him if he would draft the footnote requested by you and reply directly. I received it back Friday morning with apologies from him for having neglected it because of the heavy duties of his office in connection with closing out this project and otherwise. He has had very inadequate help during this period and has not been very well, and I feel he must be excused. However, I am sorry that I also forgot completely about the letter and never checked on it, so that you had no footnote when it was published in the October issue of the American Archivist.

I am enclosing a copy of an English translation of an article by Dr. Emilio Re, entitled "The Italian Archives During the War," for your consideration for publishing in the American Archivist. This article has already been printed in Italian, but in a separate pamphlet that would not, of course, be available ordinarily to American archivists. The translator, George C. Reeves, is a former archives employee who has translated this as a labor of love because he thinks it would be of interest to American archivists. He has gone over it with Re and secured Re's permission to have it published in the American Archivist; provided you have room for it and consider it appropriate.

There are several reasons that I can think of why the article should be published. Dr. Re is an honorary member of the Society and was most cooperative with American and British archivists in Italy during the war and well liked by all of them. American archivists, particularly Shipman and McCain, were involved in some aspects of this story and are mentioned in the article however briefly. Shipman, while he was in Italy, tried to persuade Re to write an article for the American Archivist on this subject, and, although we have received no article written especially for the American Archivist, Dr. Re probably feels that this one should serve to fulfill his obligation. Finally, it is a rather well written story from the Italian viewpoint of what went on in Italy, both before and after the Allies came into the picture, and I feel that some article of this sort would be of interest to our members. However, after presenting the case for publishing it as I see it, I wish



to make it clear that I do not wish to try to influence your judgment in any way. You may feel that you have so much material of more relevance to American interests that you cannot afford the space for this somewhat lengthy contribution, especially since it already exists in print in Italian. I promised Reeves, however, that I would be his intermediary in submitting it to you.

If you can decide from this that you wish to publish it, I wish you would let me know and I will go over it more carefully from an editorial point of view and also perhaps make a few additions to the footnotes. I think, for example, that the footnote on the front page should carry the Italian title and bibliographical data of the printed version. Perhaps there are a few additional matters that need to be clarified. I will not bother to do this, however, until I hear from you.

Yours sincerely,

Oliver W. Holmes per *J*

Oliver W. Holmes
Program Adviser

enclosure

December 8, 1947

Dr. Oliver W. Holmes
Program Adviser
The National Archives
Washington 25, D.C.

Dear Dr. Holmes:

For some time I have been trying to get Dr. Mc Cain to write his experiences in Italy or at least something about Dr. Re. I try each number to have one article by a foreign archivist, partly because I think it is good for the souls of American archivists to know what is being done elsewhere, partly because I think it stimulates circulation of our periodical. Every time I get a reaction from some other country about one written elsewhere. One or two which I even hesitated to publish have brought surprising comments favorable to them. This last time I printed something from India and have just received a request for a reprint in the Cuban archival bulletin. So this article from Dr. Re is appropriate, aside from the fact that it so unconsciously reveals the character of the man whom Dr. Mc Cain praised so highly. I would like to feature this in the April number if possible.

Do you suppose we could get a picture of Dr. Re to run also? Since he is one of our honorary members I want to print his picture some time and this is an appropriate time.

I think we should say something about Dr. Hamer's article since some archivists who read about the "unauthorized history" which was bothering Congress so last spring is this very excellent program; also they should know that it is lost for the nonce. I have galley proof now for the January issue, but could insert a paragraph of explanation with the statement that it was received too late for inclusion in the October number. I could run it as a filler for some short page. I would have to have this within the next few days, however.

Do you need the Re article back for the editorial notes? Since what you sent me is a carbon I assume you have another copy, so am keeping this.

Sincerely,



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

December 12, 1947

Miss Margaret C. Norton, Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

The news in your December 8 letter that you are accepting Dr. Re's article pleases me immensely. I wrote to Dr. Reeves yesterday informing him of your decision and asking him if he would be willing to act as our agent in trying to secure from Dr. Re a picture that can be used for the April number. I will let you know, of course, as soon as I hear from him. I will not need the Re article back for the few editorial notes that I contemplate adding to the article for completeness.

As for your request for a paragraph to supplement Dr. Hamer's article concerning the World War II Project, I am afraid that I will have to disappoint you. Dr. and Mrs. Hamer are now absent on a month's leave. At present they are in Bermuda and could not be reached in a hurry. Dr. Young, who is acting in charge of the Records Control Office while Dr. Hamer is absent, did not go up there until a few weeks before Dr. Hamer left and feels that he does not know well enough what was in Dr. Hamer's mind to write such a paragraph for him. Actually the whole matter is in a rather vague and delicate stage. Although the project has been disbanded, it is intended to try to complete certain aspects of the work already far advanced under our present appropriations. But to what extent this should be announced and how far we should commit ourselves in print, are matters that we would rather postpone until our budget hearings are over and until Dr. Hamer is back and can speak for himself. Given the present situation, it seems better to allow the matter to be passed over in silence at the present time. Perhaps by April some definite statement can be made.

I am very sorry if this appears to be leaving you hanging out on a limb, but we ourselves are in something of that situation at present.

Yours sincerely,

Oliver W. Holmes

Oliver W. Holmes
Program Adviser



December 18, 1947

Dr. Oliver W. Holmes
Program Adviser
The National Archives
Washington 25, D.C.

Dear Dr. Holmes:

If there is the slightest likelihood that the National Archives can carry out part of the War records plan outlined in Dr. Hamer's paper, it would be better, as you suggest, to let it ride without explanatory comments on the part of the editor of The American Archivist. I withheld publication until the budget had been settled, and thought perhaps it would be better not to stir anything up by publishing it at all. However, it is such a sound plan that I decided it should be in print. Probably all the archivists made the connection for themselves, but likely those who did not hear the paper read at the meeting got a distorted picture from the newspaper accounts.

Although I am feeling fine again, the least little deviation from my strict diet seems to throw me off balance so I think it would be very unwise for me to attempt to attend the Cleveland meeting. I am very much disappointed for I never missed a convention of A.H.A. before the war. I suppose you will be going.

A Merry Christmas and a Happy New Year to you.

Sincerely,

ms A8



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

January 16, 1948

Miss Margaret C. Norton, Editor
The American Archivist
Archives Division
State Library
Springfield, Illinois

Dear Miss Norton:

Enclosed is a photograph of Dr. Re received today from Lt. Ken Munden of the Allied Force Records Administration in Rome. Some time ago I received a letter from him saying that he and Dr. Reeves had called on Dr. Re and informed him that you had agreed to publish the translation of his article. When they stated that you also desired a photograph, he replied that his article would look much better in print than a photograph but that he would try to see if he had one that might be suitable. In a later letter, Munden reported that they were trying to get him over to the Allied Force Records Administration to pose for a new photograph. This is apparently the result. If you can use it, Lieutenant Munden would appreciate perhaps a credit to the "Allied Force Records Administration (Rome)," the date, January 1948, could also be used.

I thought you would like to have this at the earliest possible date to know that it was coming and to get the work on it started, if it is to be printed in April. I promised also to fix up the footnote opposite the title of the Re article to include a reference to the Italian pamphlet, and so forth, and to also give the article a final going over. I will try to do this early next week and will write you again.

Yours sincerely,

Oliver W. Holmes
Program Adviser

enclosure







OFFICE OF THE ARCHIVIST

The National Archives

Washington, D. C.

February 6, 1948

Miss Margaret C. Norton,
Editor of The American Archivist
Archives Division, State Library
Springfield, Illinois

Dear Miss Norton:

Word reached us several weeks ago now that you were facing an operation that sounded rather serious and we have all been hoping for further news since. I surely hope that everything has gone all right and that the good news to that effect will soon reach us.

I have taken time to go over the Re article again and feel that the note on the first page opposite Dr. Re's name should be expanded and that there should, if possible, be added two other notes to the article.

I would suggest that the first note read as follows:

that appear repeatedly in the article do not indicate omissions in the English version but appear in the printed Italian version and are indicative merely of major transitions in thought or subject matter. I am not quite sure how best to do this. You may wish to number the notes straight through, in which case a numbered note to this effect could be placed after the first set of asterisks.

You will note that I have added in the suggested expansion of the first note the statement "all notes are added by the translator," which I think is necessary inasmuch as the original printed version has no note whatsoever and Reeves has added his for the benefit of the English reader not familiar with Italian terms. I think that this statement can stand despite the addition of the notes I have suggested above, because it seems to me desirable not to complicate explanations too much by indicating that these particular notes are by someone else. I will send a copy of this letter to Reeves and if he is not willing to accept them as his own, perhaps he can inform us in time to cut them out in proof. But I do not really think that he will object.

I hope that these additional suggestions are not arriving too late to be added without extra cost or difficulties on your part. If so, I would omit all except the first one, but I do feel that the title of the original Italian pamphlet from which this translation was made ought by all means to appear.

Yours sincerely,



Oliver W. Holmes
Program Adviser



I think we ought also to indicate somehow that the three asterisks

The other two notes are as follows:

*(After "have made them public," last line p. 3)

*(p. 10 at end of first paragraph, ending "Archives of Italy")

10 February 1948

Dr. Oliver W. Holmes
Program Adviser
Office of the Archivist
The National Archives
Washington, D.C.

Dear Dr. Holmes:

You will be pleased to hear that Miss Norton has been released from the hospital and is recovering at home. She is of the opinion that she will be able to finish the work necessary for publication of the April issue, therefore, your additional suggestions we do not believe are arriving too late. Your letter will be given to her as soon as permission is granted.

Let me take another opportunity to thank you for some sound guidance and instruction last summer. I am still feeling my way but thanks to early associations and work with Miss Norton, I am each day gaining more insight and confidence.

Respectfully yours,

THEO J. CASSADY
Assistant to Miss Norton

TJC:mw

July 18

The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

April 6, 1948

Miss Margaret C. Norton
1105 South 2nd Street
Springfield, Illinois

Dear Miss Norton:

Herewith ~~approved~~^{proof} for Dr. Re's article. The second and last corrections are printer's errors, all others, I believe, represent my efforts to achieve clarity, and such corrections have been kept to a minimum. The latter should have been caught in the typewritten copy, but it always seems that in the case of translations a certain awkwardness shows up only after the material is in type. There are still too many commas in the piece, but I have eliminated only a few that it seems to me must come out. Also I have inserted a few additional ones when necessary to set off parenthetical clauses. On the whole this looks very good and I feel it is a very valuable and interesting article and I am very glad that it is to appear in the journal.

Thank you for taking care of our Latin American interns so well on the occasion of their recent visit. They were loud in their praises both of the building and of the staff.

Yours sincerely,



Oliver W. Holmes
Program Adviser

enclosure

2422 Pennsylvania Ave. NW.
Washington 7, D. C.
31 May 1948

Miss Margaret C. Norton, Editor
The American Archivist
c/o Illinois State Library
Springfield, Ill.

Dear Miss Norton:

I am glad that Dr. Re's article, "The Italian Archives during the War," received a position of honor in the April issue, but sorry I did not have a chance to read the proof. Several errors, probably slight, but which seem to reflect mainly on the translator, slipped in. These are listed on the attached sheet.

May I say that in my opinion The American Archivist has improved a great deal under your editorship?

Very truly yours,
George C. Reeves

CORRECTIONS IN ~~NOTES TO~~
ARTICLE, "THE ITALIAN ARCHIVES DURING THE WAR"

- p. 99 Ministero dell' Interio should read
Ministero dell' Interno
- p. 99 Gli Archivi Italiani Durante la Guerra
(footnote) should read Gli archivi italiani
durante la guerra
- p. 101 "/ prowessi spasi" should read
(footnote) "/ promessi sposi"
- p. 110 Omit quotation mark from end of
(footnote) footnote.
- p. 113 Republic of Salò should read Republic
of Salò.

June 3, 1948

Mr. George C. Reeves
2422 Pennsylvania Ave., N.W.
Washington 7, D.C.

Dear Mr. Reeves:

I am very sorry indeed that those errors in proof reading on the Re article slipped through. I sent galley proof to Dr. Holmes at the National Archives, not knowing your address, and he being the person who had sent copy to me. One of us should have caught the errors, but I am hoping you will be the only one to notice. Of course Dr. Re will catch them.

Thank you for the kind words about the AMERICAN ARCHIVIST. Family responsibility and my own ill health have dogged my footsteps ever since I undertook the editorship and I have not done half of the things with it I had hoped to do. Now we have lost our publisher so I will be lucky just to get it out the rest of my term as editor.

The Re article shows ample justification for our having made him an honorary member of the Society. The flavor of the man shows through this calm factual statement of his war experiences. We are no end grateful to you for having made this excellent translation for publication.

Sincerely,



HALL OF RECORDS

ANNAPOLIS, MARYLAND

May 29, 1946

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I apologize for not having answered your letter sooner. My plans were so uncertain at that time that I could not decide whether I would try to do the manual on calendaring. Meanwhile I have worked at it in odd moments to see whether I could formulate my ideas. By now I have almost completed the first draft, leaving the refinements and the examples and illustrations for later. However, after having read Miss Josephson's excellent article on indexing, which appeared in the last issue of the American Archivist, I am doubtful whether the type of essay I had in mind would be related in any way to what you want. I thought it best, therefore, to write to you now and ask whether you would like to see some samples of the first draft, before I go any further, with the American Archivist in mind. I intend to finish the job and perhaps mimeograph it at the Hall of Records, so I would not be too disappointed if you thought it unsuitable for your purposes.

I am sorry to hear that when you were in Washington some time ago you were not able to come over and pay us a visit. Please do so at the next opportunity.

Very sincerely yours,

Morris L. Radoff
Archivist

MLR:jp



HALL OF RECORDS
ANNAPOLIS, MARYLAND

February 28, 1947

Miss Margaret C. Norton
Archivist, Illinois State Library
Springfield, Illinois

Dear Miss Norton:

This morning Mr. Thomas showed me your letter of February 17. I agree with you that Mr. Thomas's excuse for not writing an article is pretty thin. I think that something should be done on calendaring and I promise to see that something is done, but first I should like to know just what you have in mind.

Having just gone through the pain of doing a calendar, my thought was that a really exhaustive manual is what is required. There were dozens of problems that presented themselves to me for which I could find no answers. I relied on my best judgment on such occasions but in reading the proofs, as I have been doing the last few days, I am dismayed to find that my best judgment seemed to vary from time to time. However, something as exhaustive as I have in mind certainly would not be suitable for an article in The American Archivist unless, of course, you would want to publish it in installments. Anything which is not exhaustive seems to me would be a waste of effort since several good, but general, guides are already in existence. I shall await your opinion in this matter before doing anything about it.

The other day I dashed off a rather short, and certainly light, article on the recent experience of ours in transferring the files of Governor O'Connor who, as you probably know, left the State House last month in order to become our Junior United States Senator. The negotiations and the transfer went off so much better than we had any reason to expect that I thought it might be worth a little day by day account. If you think this item is worth publication, you are welcome to it. Otherwise, I shall not feel hurt if you return it to me.

I have one ulterior motive in sending it to you for publication. I should like to lay the ghost of the prevalent idea that we are strictly an historical and, ergo, a non-archival institution. I thought that this little illustration of our methods might serve to prove that historical and archival are not mutually exclusive terms.

Very sincerely yours,

Morris
Morris L. Radoff,
Archivist.

March 7, 1947

Dr. Morris L. Radoff, Archivist
Maryland Hall of Records
Annapolis, Maryland.

Dear Dr. Radoff:

This will acknowledge with thanks your contribution in a lighter vein on the subject of garnering in your Governor's correspondence files. I don't know just when I can run it in because I am going to have to run on a very restricted budget for the last three numbers because January and April are running way above estimated cost. However, one of these days it will fit into a vacant notch in The American Archivist.

You did not hear David Duniway's discussion of Mr. Eddy's paper at Washington. He pleaded for more basic textbooks and manuals of instruction for beginning archivists - for something one could hand out to a new employee and say, "This gives the general idea of how you are to do this or that piece of work." A number of people commented upon that to me afterwards and said that while they do not think we should set up rules to be followed universally, we should devote more time to basic principles.

That is one reason why I am trying to make The American Archivist as practicable as possible. I do not think it should be devoted entirely to papers that are merely readable. Each number I want one article that can be used very practically in archival establishments. I think we need to philosophize as to how we are to approach our problems and we need to illustrate that by specific examples. For that reason, in the April issue I am printing some rules on making indexes to historical books and periodicals, written by Bertha Josephson who did the last index to the Mississippi Valley Historical Review, an index which is, I believe, quite generally accepted as an excellent index. I suppose there will be plenty of people who sawy that rules for indexing books do not belong in an archival journal, but personally I am frequently appealed to by friends and colleagues for help in doing indexes, and there just isn't anything I can hand out to them. For that reason, I thought I ought to publish the rules - in fact, demanded the right to do so from a somewhat hesitant author.

For analogous reasons I think it would be very helpful to publish a manual on calendaring, and it ought to be done by someone who has recently struggled to do a calendar and who has the problems fresh in mind. I would not object to running it through a number of issues of The American Archivist. I think an exhaustive treatise would be good. I think it should have both the philosophical approach as well as merely giving rules. Such matters as , Why calendar? How full a calendar shall we make in specific instances? Some of the policies you decided upon and how you reached those decisions, also what other means of solving the problems might be used. What reference books did we find useful in compiling calendars? Then a lot of practical rules, making it clear that those are your rules and that other persons might quite justifiably do it quite differently.

In other words, I think it would be very valuable all around if you would compile such a manual and let us bring it out in The American Archivist, or maybe publish it in a separate bulletin. Perhaps Miss Meade would be willing to help you with this. I understand she did one of your recent calendars. At any rate, we do want your promise to tackle this assignment.

Sincerely,

MANAGING EDITOR



HALL OF RECORDS
ANNAPOLIS, MARYLAND

March 11, 1947

Miss Margaret C. Norton
Managing Editor, The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I have your long and interesting letter of March 7th. I should like very much to have a few weeks to think over the matter of a manual on calendaring. I am at present reading second galley proof on my Calendar of the Bank Stock Papers and my present feeling is that a law should be passed prohibiting calendars. One of the great difficulties is the fact that printers have a hard time with the entries and the type has to be so small that proofreading is a blinding task.

About six weeks ago you were sent a copy of our Publication No. 4 for review in The American Archivist. I am not sure that we sent a copy to Mr. Wood, but if you would like to keep your copy I will be glad to send him another one. I had hoped to have a review of the book from either you or Dr. Posner as I am anxious to have it criticized from the point of view of a professional Archivist.

Very sincerely yours,

Morris L. Radoff
Morris L. Radoff,
Archivist.

MLR/rdb

March 18, 1947

Dr. Morris L. Radoff
Hall of Records
Annapolis, Maryland:

Dear Dr. Radoff:

There is no rush about the manual on calendaring as it is unlikely that I would be able to begin publishing it before 1948 anyhow. I do believe there is a need for something of the sort, however, whether the making of calendars really implies ~~printing~~ not. I do think the type of calendar made for use at the archives differs from one intended for use of scholars who will use a printed calendar, either to determine whether or not a personal visit to see the papers is called for, or as a possible substitute for seeing the original. I think we need philosophizing on that and other subjects, as well as rules. I hope you will decide to write a manual for us.

As soon as I get publications submitted for review I send them on to Mr. Wood. I do not remember getting anything from you except your recent biennial report. That Miss Rogers grabbed immediately as ammunition for the Budgetary Commission. You have been talking a lot about your poor salaries, but unless I misread an annual salary as being annual rather than biennial, you have two members of your staff who are getting more than I am. I have never pressed much for high salaries for myself, because the more you make here, the more people there are trying to get your job away from you. I do wish we could offer more of an inducement for trained archivists to come to us.

I will check upon your Publication No. 4 for it might have landed in our State Library hopper instead of getting to me. I am not doing any reviews while I am editor, because that work is taking so much of my spare time that I do not have any energy left for writing. I do not think I have had enough experience in historical publication work to have what I would have to say about your publication mean anything. I am sure Mr. Wood will get a good review for you.

Sincerely,

MANAGING EDITOR



HALL OF RECORDS
ANNAPOLIS, MARYLAND

March 18, 1947

Miss Margaret C. Norton
Managing Editor, The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am sending you today another copy of my Eleventh Annual Report. I am sorry that Miss Rogers got away with the other one. However, if it is useful to her in approaching the Budgetary Commission, I should like to note here that after September 1st last all of the positions at the Hall of Records were raised about five hundred dollars a year. I still think, however, that they are very low and I am at present trying to get another increase for every position with the exception of two.

I am at a loss to understand your statement that there are two members of my staff who are getting more than you. I think you misread my Annual Report. In those two cases you will notice after the title a numeral in parentheses. That indicates how many people share the amount shown.

I will let you know in a few weeks about the calendaring manual.

Very sincerely yours,

Morris L. Radoff,
Archivist.

MLR/rdb

June 5, 1947

Dr. Morris L. Radoff, Archivist
Hall of Records
Annapolis, Maryland.

Dear Dr. Radoff:

Bertha Josephson's article on Indexing was not written for The American Archivist or submitted by her to me for publication. Therefore it need have no influence whatsoever on the way you handle the article on calendaring. What happened about the Indexing article was this: Miss Josephson, as a friend, asked me to criticize a book she had just finished, and in it was this chapter on Indexing. I was fully aware, as some of my friends at the National Archives have pointed out to me, that indexing historical periodicals is not archives work. But hardly a week goes by that someone, sometimes a patron, often a state employee, does not come to me and say, "Miss Norton, I've got to do an index and you will have to help me." There is at present only one other thing of any value at all (or so I think) on the subject, and that is that old New York State Library Bulletin long since out of print. I felt that it would probably be useful to other archivists beside myself to have something to loan to these novice indexers, and that The American Archivist was not an inappropriate place to print a tool for the use of archivists.

I have only one suggestion for your article on calendaring, and you are at liberty to ignore it if you see fit. Many archivists say calendars are obsolete, but I don't know any other way of making available the contents of miscellaneous records such as correspondence, court records and other documents which need analysis. I sometimes think one reason for the apparent misunderstandings between state and federal archivists is that we state archivists have to analyze our holdings more closely than The National Archives has as yet had time to do, and that to the extent we do that, we are ahead of them technically. What I have in mind is that in discussing calendars in the past I think insufficient consideration has been given to the purposes for which calendars are made. If the calendar is to be used chiefly as a finding medium at the archives establishment, a mere list of topics discussed is adequate, and perhaps brevity is a virtue. For instance, I had the HRS make for some of the more recent Governor's correspondence a calendar which was a mere inventory list: Place, date, addressor, addressee, and

the mere topic of the letter, as "Recommending John Smith for member of Commerce Commission." Now if that calendar were to be used away from the archives department, it might be useful for the scholar who was writing a biography of John Smith to know the archives has a letter about him, or the man writing a history of the Commerce Commission to have a list of applicants, but generally speaking the person who is not visiting the institution wants more information than those mere facts - he wants a summary of the contents of the recommendation, which may include biographical or political information of great research value. What too many persons who make calendars fail to take into consideration is the question of how much detail they should give, and the result is unevenness or else senseless multiplication of detail for the sake of uniformity. There are calendars and calendars. I wrote my Master's thesis out of the English State Papers Domestic. That kind of detailed summary which practically amounts to Readers' Digest type of abstracts is, or should be obsolete. Yet there is need for something between the two, and if you can philosophize on that point you will do much to clarify the discussion.

Yesterday it looked as if the bill taking the State Library out of the Secretary of State's office and putting it under an independent board, would pass; fortunately it seems to have been traded for some needed votes to end a filibuster over the Governor's must reportionment bill, and I hope it is stalled. No better argument against tangling an archives establishment in a state library could be given than this bill, and I wish I could discuss it in The American Archivist, but of course I won't be allowed to do so. If this bill goes through, I do not see how the archives could be administered because at least 100 other acts and perhaps the Constitution itself would have to be amended to make it legal for us to keep certain records of departments other than the Secretary of State which the laws say, "The Secretary of State shall keep in his own office and shall not loan or otherwise permit them to be removed from his office." And one little joker, written in in all innocence by the librarian protagonists of the bill, changes the clause permitting the State Librarian to refuse to accept records he deems unsuitable for transfer, to make it impossible for the archivist to accept any records without the specific authorization of the State Library Board, which may not be meeting again for months! I don't know how you get records, but when I get a fellow official in sufficiently mellow mood to say, "Well, maybe", I grab those records and run for dear life before he has had time to change his mind.

Sincerely,

November 4, 1947

Dr. Morris L. Radoff
Maryland Hall of Records
Annapolis, Maryland.

Dear Dr. Radoff:

What has become of your manual on calendaring? Mr. Cassady reported that you had it almost ready when he was in Annapolis for the archives class, but that you thought it might be too long for the American Archivist. We can serialize it, you know. If the quality of the discussion of the subject is anything like as good as the calendars which come out of Maryland, I am sure it would be very useful in The American Archivist. I hope it will be forthcoming before long.

With best personal regards, I am,

Sincerely,



HALL OF RECORDS
ANNAPOLIS, MARYLAND

November 7, 1947

Miss Margaret C. Norton
Managing Editor
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I should have written you long ago about the manual on calendaring. Mr. Cassady was right in reporting that it was almost done early in the summer. However, the first draft needed a lot of doctoring and with my Annual Report and the other interruptions of life as an Archivist, I did not get the thing in presentable form until about ten days ago. Then I sent it to Dr. Posner for his comments and criticisms and have not yet heard from him in reply. As soon as I do, I shall let you know.

I want to take advantage of this opportunity to tell you how much I enjoyed the latest issue of The American Archivist. I wish, however, that Miss Josephson had given Dr. Robertson's name correctly in her review. It seems to me that Dr. Robertson's name should be well enough known among archivists, and even if the reviewer did not know, someone of the editorial staff should have caught it up. I am afraid that I do not know Miss Nueremberger. Her review seems to indicate that she is a bright person. However, I was dismayed again to find that Mrs. Hartsook's first name was misspelled, not that it makes any real difference, but I do not see why the editor of a scientific book should have to tolerate carelessness of this kind from reviewers. I am afraid, too, that the reviewer did not understand that part of these records belong to the Land Office. Moreover, I think she took my Preface too literally when she says that, "The essays contain little information not elsewhere available,..." I shall not quarrel with her about the leaf and page problem but I was certainly amazed at the following sentence: "A lighter style in the introductory essays, particularly that of Miss [sic.] Hartsook, would have enlivened an abstruse subject."

I suppose that it would be possible to enliven scientific writing, but I do not know where we would begin.

Very sincerely yours,

Mori

Morris L. Radoff
Archivist

STATE OF MARYLAND
HALL OF RECORDS

MORRIS L. RADOFF
ARCHIVIST

ANNAPOLIS

December 24, 1947

Miss Margaret C. Norton, Managing Editor
Archives Department
Illinois State Library
Springfield, Illinois


Dear Miss Norton:

It was not until this morning that I got my manuscript back from Dr. Posner. I am sending his letter and comments just as they came to me. I am not willing to make the changes which he suggests at this time for several reasons. In the first place, this is Christmas Eve, and I am trying to get my office in shape so that I can take a vacation until January 5. In the second place, I do not believe that Dr. Posner really had an opportunity to study the manuscript. When I have your comments and suggestions, I shall do whatever revising is necessary at one time. Finally, the Hall of Records has been asked to re-edit the State's year book, known as the Maryland Manual, and I expect that I shall have to devote my time in the New Year to that project.

I must point out to you that the conclusion I draw from Dr. Posner's letter is that he is far from being enthusiastic about the work. If you should feel the same way about it, I hope you will be quite frank and say so. I do not feel that you are at all committed to publishing it. To make the decision easier for you if you do find that it is not suitable for The American Archivist, I should tell you that I have other plans for publication.

I want to thank you for your beautiful Christmas card, and I hope that the coming year will be one of good health and happiness for you.

Very sincerely yours,



Morris L. Radoff
Archivist

MLR: jp

December 29, 1947

Dr. Morris L. Radoff, Archivist
Maryland Hall of Records
Annapolis, Maryland.

Dear Morris:

There seem to be two kinds of authors - those who think whatever they turn out is perfect and they don't want to change anything at all; the other, those who turn away from everything they do in utter disgust and think it trash. You are one of the latter, I can see.

Yes, indeed, I am going to publish this, for this manual on calendaring is philosophic rather than a set of rules, and that is what we need. There are a few places where I think a little more might clarify what you have to say and some of these places Dr. Posner marked too. Fortunately, that is in the second half, and as I think I shall probably print this in at least two installments, you will have time to make the changes if you so desire.

I was very much interested in Dr. Posner's comment on your introduction. I would raise a point on the subject of why to calendar which neither of you touched upon. Both of you are thinking of a calendar as a finding medium primarily for the scholar, to be used to tell him whether or not there is material he might like to use. I agree with Dr. Posner that microfilms can supersede calendaring as a substitute for handling the original. But how about a calendar for the archivist's own use as a subject approach to a miscellaneous collection? You may have as high as 200 or more letters exchanged between two men in a comparatively short space of time. The contents of one letter may range from how the next election is going and why to Aunt Suzy's rheumatism and the writer's thoughts on heaven and hell. Without some subject approach the archivist would have to read through a number of letters to find one item he vaguely remembered as being there.

The reason why calendaring is not used much in the case of modern records is that this subject approach is secured in some other way. Archival records other than subrespondence files are more or less self-indexing from a subject angle - that is, you don't need a subject index for a notary public bond series, for instance, because the filing system takes care of that. Modern correspondence, at least in a business office, more or less sticks to one subject, from an official angle, and this is usually pretty well taken care of through

cross references made by the file clerk.

For miscellaneous records in one file, some form of calendar is necessary, the length of the entry being conditioned by whether the calendar is to be used with or without having the original document at hand for consultation. A calendar for use as a finding medium within the archival establishment can very well be just a list of topics, as

Aunt Suzy's rheumatism

John Smith's chances for election as Congressman

(or perhaps, merely, John Smith, candidate for
Congressman)

Heaven and hell

If the calendar is to be used alone, more elucidation would be necessary.

I think the points Dr. Posner and I are raising are important and should be included in your discussion. If you do not wish to rewrite what you have said under "What Materials Should Be Calendered?" these comments could be added as footnotes. I don't like the idea of doing it that way, however, because that implies that Dr. Posner and I are in disagreement with you, and that is not quite the case.

There is one question which I would like to see discussed in a little more detail, and that is the question of date entry. What I am thinking of specifically just now are case records, particularly of courts, where you may have quite early documents included in the file as evidence, then a wide range of dates and date entries showing the progress of a dossier through the court. I presume that you would agree with me that the main entry should be under the date the clerk set up the dossier as a case and gave it its number, rather than the date of the earliest or latest document in the file. But I don't think you have made yourself entirely clear as to how to date such multiple documents.

I agree with Dr. Posner that what you call the "Syntax of the Abstract" might also well be expanded. The remarks on the syntax are all right, but I think we need more on the subject of how to make and what to include in the abstract.

I do not think. At this juncture I was called down stairs, and now I literally do not think what I started to say. O, yes, I don't think Dr. Posner's other marginal comments call for changes on your part.

Since this will take about 40 pages, I think it should be printed in two or three numbers. Except for any changes you might want to make in the introduction in accordance with Dr. Posner's suggestions, there would therefore be plenty of time or any other revisions you might want to make in the latter part. Mind you, if you wish this published as is, I am not insisting on any changes at all.

Do you have a working copy, or shall I return this? I hate to let it out of my hands lest I should not get it back.

Sincerely,

STATE OF MARYLAND
HALL OF RECORDS

MORRIS L. RADOFF
ARCHIVIST

ANNAPOLIS
January 6, 1948

Miss Margaret C. Norton, Managing Editor
Archives Department
Illinois State Library
Springfield, Illinois


Dear Margaret:

Thank you very much for your kind letter of December 29. I was flattered that you considered my article acceptable for publication in The American Archivist.

As I told you in my last letter, I hardly had an opportunity to look at Dr. Posner's suggestions, and, of course, I shall be glad to consider them, along with those which you so kindly made in your letter. Unfortunately, I did not keep a copy of Dr. Posner's letter, nor did I transcribe the suggestions which he made in the text. Since you want to keep the original, I thought the best thing to do would be to send you my carbon copy and to ask you to copy Posner's comments on it. I hope this will not prove to be too troublesome.

This is my first day back at the office after a very pleasant vacation which began at Christmas Eve. Just as soon as I receive Posner's comments and his letter from you, I shall try to do the best I can to emend my manuscript.

Very sincerely yours,



Morris L. Radoff
Archivist

MLR:jp

January 13, 1948

Dr. Morris L. Radoff, Archivist
Hall of Records
Annapolis, Md.

Dear Dr. Radoff;

We are sorry to say that Miss Norton is hospitalized and subject to a major operation. She has expressed the desire, however, to keep in touch with her correspondence and we will with her doctors permission deliver your letters to her.

Very sincerely,

THEO J. CASSADY
Assistant to Miss Norton

STATE OF MARYLAND
HALL OF RECORDS

MORRIS L. RADOFF
ARCHIVIST

ANNAPOLIS

January 15, 1948

Mr. Theo J. Cassady
Assistant to Miss Norton
Illinois State Library
Springfield, Illinois

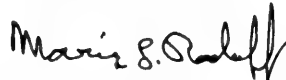
Dear Mr. Cassady:

I am distressed to hear that Miss Norton is ill and that she has been hospitalized. Would you be kind enough to use the enclosed check to buy some flowers for her. I would send them direct and save you the trouble, but I do not know in which hospital she is.

I wonder if I can explain about the manuscripts of mine which are now in your possession. The title is "A Manual of Calendaring," and it is scheduled to be printed in serial fashion in The American Archivist. There are certain corrections to be made which Miss Norton suggested to me and some others which were suggested by Dr. Posner. When I asked Miss Norton to return the manuscript so that I could make these corrections, she said she would prefer to keep it. Therefore I sent my carbon copy with the request that the corrections be transcribed on it. However, since Miss Norton is not able to take care of this matter, would you be kind enough to keep the carbon copy and return the original to me. I could make the corrections within a few days and have it back, at the outside, in a week. I am convinced that this is the best thing to do under the present circumstances.

Please use the enclosed card for the flowers.

Very sincerely yours



Morris L. Radoff
Archivist

MLR:jp

*min. Schaffer to mail
Jan 23, 1948.
Reg. mail.
[Signature]*

January 21, 1948

Dr. Morris L. Radoff
Archivist
Hall of Records
State of Maryland

Dear Dr. Radoff;

The ribbon copy of your article "A Manual of Calendaring is in Miss Norton's desk at home. She is having it brought to the office as soon as can be arranged. She is very desirous that your article start in April issue therefore I will forward to you as soon as possible.

Your flowers were delivered to her and she was quite pleased.

Very respectfully,

THEO J. CASSADY
Assistant to Miss Norton

TJC;mw

Paper on Calendaring

Mr. Morris J. Radloff

Hall of Records

Annapolis, Maryland

Form 7806 (Rev. Jan. 21, 1935)

17299

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Registry Fee and Indemnity.—Domestic registry fees range from 15 cents for indemnity not exceeding \$5, up to \$1 for indemnity not exceeding \$1,000. The fee on domestic registered matter without intrinsic value and for which indemnity is not paid is 15 cents. Collect from postmaster as to the specific domestic registry fees and surcharges and as to the registry fee chargeable on registered parcel-post packages for foreign countries. Fees on domestic registered C. O. D. mail range from 25 cents to \$1.20. Indemnity claims must be filed within one year (C. O. D. six months) from date of mailing.

January 22, 1948

Dr. Morris G. Radoff
Archivist
Hall of Records
Annapolis, Maryland.

Dear Dr. Radoff:

At Miss Norton's request I am returning your paper on calendaring. Enclosed also is Dr. Posner's letter.

Miss Norton has enjoyed the lovely azalia which Mr. Cassady ordered at your request. She is to have a major operation tomorrow, Friday, January 23rd, at Memorial Hospital. She was in very good spirits last evening, when I called upon her, and seemed to be feeling much better. These two weeks in the hospital have been beneficial for she is much more relaxed and not quite so nervous as when she first took sick. She has confidence in her physician as well as her surgeon, which helps a lot. They have been most cautious and when they recommended removing the troublesome gall bladder she was quite willing to follow their recommendation.

You will be hearing from her as soon as she is able to be at the office. We hope it will not be too long. With the modern methods of post operative care patients seem to recover quite rapidly.

So far as I could tell the manuscript is complete. I am returning it just as I found it in Miss Norton's desk.

Yours very truly,

Emma M. Scheffler

STATE OF MARYLAND
HALL OF RECORDS

MORRIS L. RADOFF
ARCHIVIST

ANNAPOLIS

February 6, 1948

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I hope that by this time you are well on the way to complete recovery.

It was very kind of you, indeed, under the circumstances, to have your assistant send me my manuscript. I hope that you will feel it was worthwhile. It is being returned to you today, and I know that that is a little later than I had promised, but I am so tied up now with the Maryland Manual which the Governor has asked me to do, and with problems of a new publicity commission in the State, that I have hardly had time to think of anything else.

I took all of your suggestions into consideration, as well as those of Dr. Posner. I made many changes, especially where my meaning was not clear. I rewrote the introduction to include Dr. Posner's statement about the special usefulness of calendars for certain types of materials. I don't know how in the world that was omitted in the first place, and I am sure that I would have picked it up had I been able to read the manuscript again before sending it to you. I have also rewritten, in part, the section called "Syntax of the Abstract." I am not sure that you will want the rewritten version. If you have any doubts, I suggest that you compare it with the carbon copy which you have and choose whichever one you want. The changes were made in the first sentences, and two or three pages were added at the end. I really have gotten so stale on the business that I am afraid what I might consider to be an improvement at this stage might be of no value. I hope I shall not have to look at it again, but I am, of course, willing to read galley proof.

Mr. Skordas and Mr. Thomas asked me to wish you the best of health from this point on.

Very sincerely yours,

M. L. Radoff

Morris L. Radoff
Archivist

MLR:jp

① A. + L.

10 February 1948

Dr. Morris L. Radoff
Hall of Records
Annapolis, Md.

Dear Dr. Radoff:

You will be pleased to hear that Miss Norton has been released from hospital and is completing her recovery at home.

Altho she will not be able to work for weeks, we are quite sure that she intends to edit the April issue of the American Archivist and that you will hear from her in the near future. Your article arrived this day in the mail and will be delivered to her as soon as permission is granted.

Yours very truly,

THEO J. CASSADY
Assistant to Miss Norton

TJC;mw

8m 48

STATE OF MARYLAND
HALL OF RECORDS

MORRIS L. RADOFF
ARCHIVIST

ANNAPOLIS
February 27, 1948

Miss Margaret Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Margaret:

It is good to hear that you are home and recovering. I can imagine that the forced inactivity is a terrible strain on a person who has led as active a life as you have, but there is no help for it, and I am sure that, as time goes along, you will get used to it, and finally you will get to enjoy it. The last part will be restful, and I don't suppose you have had a rest for a good long time. In any case, do the best you can.

I am glad to hear that you like the revised article. I am especially glad because it would really be impossible for me to do any more with it. I think I told you in my last letter that the Maryland yearbook has been made the baby of the Hall of Records, and, finally, this week the Governor has insisted that we take on a division of information, at least long enough to get it started. As you know, I have always resisted spending my time in administration, and I have been critical of those archivists who say that administration takes so much time that they are not able to do the scholarly work that one might expect from them. I am afraid that I am rapidly getting into their class. Right at this moment, too, the Hall of Records is being painted, and I expect that will go on for about three weeks. It is not easy to keep the place going with eight or ten painters splashing paint around. As you might expect, the auditors also showed up this week for their biennial visit.

I do not keep up with the archival news, but I did see Posner and Holmes one day last week. They came over to discuss the curriculum for their summer course. They were both well, although I believe that Dr. Posner is getting quite thin. They told me that Buck was feeling better and that he hoped, after several months in Latin America, to be quite himself again. I hope so.

Thanks very much for sending me the address of the printer. I believe that I shall write to him for some additional copies. Thanks again for using up your daily quota of letter-writing on me. I appreciate it very much.

Very sincerely yours,

Morris

Morris L. Radoff
Archivist

MLR:jp

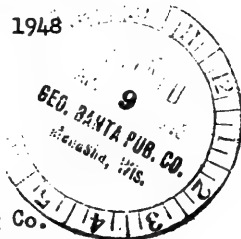


HALL OF RECORDS

ANNAPOLIS, MARYLAND

MORRIS L. RADOFF
ARCHIVIST

April 6, 1948



Mr. Harold J. Bochmann
George Banta Publishing Co.
Menasha, Wisconsin

Dear Mr. Bochmann:

I received galley
proof today on my article on calendaring
which will be published in The American
Archivist.

Unfortunately, we
do not have any final copy to assist us in
reading proof. Would you be kind enough
to send us that part of the copy for which
galley proof has been sent us?

Sincerely yours,

Morris L. Radoff

Morris L. Radoff
Archivist

MLR:jp

April 14, 1948

Dr. Morris L. Radoff, Archivist
Maryland Hall of Records
Annapolis, Maryland.

Dear Dr. Radoff:

Mr. Bachmann of the George Banta Publishing Company forwarded me your letter of April 6th, asking for the return of the original copy of your article to assist you in reading proof. In the meantime, having received copy from other contributors and not wanting to hold up the printing of the April number, so long delayed by my illness, I had taken a chance on being able to make your corrections in page proof, and had returned galley and copy to the printer.

Since both the printer and I read proof against the original copy, there is not much need of your having the ribbon copy to take care of possible omissions. The purpose of having authors read their own proof is not to relieve the editor of any work, but to enable them to catch minor things particularly in the spelling of proper names and to make minor adjustments of phraseology, punctuation, etc. Since it would now delay things for me to write to the printer and then for him to send you the original copy, I suggest that you just make such corrections as you see on the galley sent you and send them directly to Mr. Bachmann for correction before printing page proof.

This is the first time an author has asked for the original copy, so I did not realize you would want it. If you think it necessary, I can send you the original for the second part (July number) after I have read proof here.

Sincerely,



HALL OF RECORDS

ANNAPOLIS, MARYLAND

April 16, 1948

MORRIS L. RADOFF
ARCHIVIST

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Margaret:

When I wrote for the ribbon copy of my manuscript I did not realize that you had already read proof. Under the circumstances, there is no need to send the copy to me.

I am enclosing herewith corrected galleys.

Very sincerely yours,

Mori

Morris L. Radoff
Archivist

MLR:jp
Enclosure

48
STATE OF MARYLAND
HALL OF RECORDS

MORRIS L. RADOFF
ARCHIVIST

ANNAPOLIS
May 27, 1948

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Margaret:

Last week Dr. Posner was here with his class for their annual visit to the Hall of Records. It was a very pleasant visit except for the news which he brought me about your resignation as Editor of The American Archivist.

I cannot tell you how dismayed I am at this prospect, because you have put the magazine on the road that you and I have always thought it should follow, and the standard of each issue has improved during the time you have been Editor. I suppose that you are giving up the job for personal reasons, and so there can be no objection from any quarter. I simply want to tell you how disappointed I feel at the way things have turned out.

Last February and March I tried to arrange with Mr. Bachman to have some reprints of my article made and bound separately. The difficulty was to know how long the article would be, and I could not know that until page proof was set up. Yesterday I received twenty-five offprints of the first installment without ordering them. I suppose that that is the usual number of author's copies.

Perhaps it would be easier for you to help me if I told you what I would like to have, if possible; that is, about 100 copies, bound, with title and author's name on the cover. I wonder if you would take this matter up with Mr. Bachman and see what the possibilities are.

Gust Skordas and I send our best regards to you.

Very sincerely yours,

Morris L. Radoff

Morris L. Radoff
Archivist

MLR: jp

June 3, 1948

Dr. Morris L. Radoff, Archivist
Maryland Hall of Records
Annapolis, Maryland.

Dear Morris:

Until we get proof on your article there is no way to find out what the reprints of your calendaring series would cost because I can only estimate the total number of pages. We did not use your table of contents for these two numbers, but you might want to do so for a reprint. The cost would partly depend on the type of title page and cover you would want. I am afraid I cannot help you very much with arrangements with Banta. I told them not to kill type on your article until they heard from you. I hope they cannot.

Copy for the July number was sent May 10th but I have not yet received galley proof. However, by now, they ought to be able to give you an estimate on the job, and I recommend that you write them again.

Yes, I find it necessary to give up the editorship, though I have enjoyed the work more than anything I ever did. Although I seem to have made a good recovery from my illness of last winter I am still under the doctor's care - in fact two doctors, since I am having to go back to my surgeon for more minor surgery this coming week end. My family doctor is concerned over my tendency towards hypertension which was what took Mother, and he says I must lighten my burden and take more time for recreation. The magazine seems the obvious thing to let go of, so with reluctance I told the Council that they would have to get someone else for the job after the April 1948 number. There have been many things which I planned to do but have been unable to carry out. Beginning with the July 1947 issue I have got out numbers at times when I was in no physical or emotion condition to do any work and the typographical and other errors which have been called to my attention indicate as much.

Today I received a final blow in a letter from our publisher stating that they were forced by conditions not under their control to drop about fifteen magazines from their publication list, ours among them. They will finish the July issue but not undertake the October issue, which gives us a very short time in which to find another publisher. Have you any suggestions?

Sincerely,

STATE OF MARYLAND
HALL OF RECORDS

MORRIS L. RADOFF
ARCHIVIST

ANNAPOLIS

August 16, 1948

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Margaret:

I wonder if it would be possible now to have the original copy of my manuscript on calendaring returned to me. You will recall that I sent both the carbon and the original, so that I have none of my original work left. I hope that this will not be too much trouble.

Also, I wonder if you recall that I sent you a manuscript last year whose subject was the transfer of executive papers to the Hall of Records. I imagine that it was not serious enough in tone for The American Archivist, and I thought that I might use it here for a talk at some local meeting.

I do hope that your health has improved steadily and that with the burden of the magazine off your shoulders you will be your old self again in short order.

With very best personal regards, I am,

Sincerely yours,



Morris L. Radoff
Archivist

MLR:jp

August 20, 1948

Dr. Morris L. Radoff, Archivist
Maryland Hall of Records
Annapolis, Maryland.

Dear Morris:

Enclosed are the two copies of your article on calendaring, also of your article entitled "We transfer the Executive Papers." Ordinarily the printer does not return the original manuscripts to me, but he happened to do so this time. It is so badly marked up that it has little value except as a souvenir. I also send your carbon copy.

The reason I have not printed the other article is not because "it was not serious enough in tone" but because there never seemed to be a spot where it fitted in. It is a shame to have to use length of articles as the deciding factor, but that is what I have to do. I pick out my lead article and then have to balance and juggle to get articles which will make the number of pages come out even. I guess I should not complain, because I always seem to have plenty of articles from which to pick. I would not send this back now, except that I suppose it has by this time lost timeliness. I am sorry it did not get printed within a reasonable time.

Miss Rogers and I are looking forward to the meeting at Raleigh. I suppose you will be there.

Have you heard of the sudden death last week of our former editor Theodore C. Pease? For some reason the newspapers did not give it much if any space - wasn't in our Springfield papers at all, though one would expect the death of the head of a department in the State University would deserve a line in the capitol newspapers. Two-headed calves are more interesting to newsmen, and with the State Fair on we cannot waste newsprint on mere professors, I suppose.

Sincerely,

UNITED NATIONS



NATIONS UNIES

LAKE SUCCESS, NEW YORK • FIELDSTONE 7-1100

REFERENCE:

3 February 1948

Miss Margaret C. Norton,
Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am enclosing a prospectus for the Archives Diploma Course recently inaugurated at the University of London. I thought you might be interested in incorporating the information in one of the issues of "The American Archivist". At any rate, I'm sure it will be of interest to you as an example of a post graduate course in archives administration. Mr. Irwin, the director of the course has written me that fifteen students are already enrolled.

I enjoyed the January issue very much; found it quite lively and informative. It goes to show that archivists aren't as musty and dusty as is commonly supposed.

Yours truly

A handwritten signature in cursive script, reading "Louis P. Scheller".

Records Appraisal Officer
Archives Section

enc.

6 February 1948

Mr. Irving P. Schiller
Archives A.G. - 058
United Nations
Lake Success, N. Y.

Dear Sir:

We have your letter of February 3d, concerning the recently inaugurated Archives Diploma Course at the University of London. Miss Norton is just recovering from a major operation and we will soon be able to call your letter to her attention. She is doing well and we expect her to leave the hospital within the next week.

Respectfully yours,

THEO J. CASSADY
Assistant State Archivist

TJC:aw

ALBERT H. SCHNEIDER

MAP MOUNTING . BOOKBINDING

RECORD PRESERVATION

•

P. O. BOX 592

ARCADIA, CALIFORNIA

November 21, 1947.

Miss Margaret Norton
Archivist
Illinois State Library
Springfield, Illinois.

Dear Miss Norton;

It has often been said that one should never open a letter with an apology. However I feel that I do owe you one for not having been more prompt in answering your last letter and for not having sent in the little story about the Utah State Archivist sooner.

Here it is. I hope that it will be of some interest. I am sending a copy of what I have written to Mr. Palmer for a check on my statements and will ask him to let me know just as soon as possible so that I may write you if there should be any thing wrong in what I have said or if I have left out any part.

I am very sorry to learn about your Mother. My Mother and Dad still live in Monrow, Wisconsin and I try to return to see them every year or two. Two years ago at this very moment we were all home for their golden wedding and had the first family reunion in 22 years. As I am the oldest of a family of twelve children you can understand why it took twenty two years to get us together. I have not been home since then but plan to go by spring, if possible. At that time I hope to also stop at Springfield and visit your office. I should like to see a real live Archivist and learn a little about the subject. Will it be possible for Mrs. Schneider and I to see the state library?

With the very best of regards I remain

Yours truly,

Albert H. Schneider

November 29, 1947

Mr. Albert H. Schneider
P.O. Box 592
Arcadia, California.

Dear Mr. Schneider:

Thank you for the memorandum on the appointment of Mr. William R. Palmer as archivist of the Utah Historical Society. I am forwarding this to the News Note Editor of the American Archivist. The January number has gone to press some time since, so this cannot appear until the April issue.

It is interesting to hear that you are from the Cheese Capital of America. I have been there. In fact, Monroe, Wisconsin, is not very far from my native Rockford, Illinois.

We will be very glad to have Mrs. Schneider and you visit us at any time, and to show you the sights. Allow yourself enough time for us to take you over to New Salem the reconstructed pioneer village in which Lincoln lived just before coming to Springfield. It is about twenty miles from here, and lunch or dinner at the Wagon Wheel is a must for all our visitors. I seldom get away, but it would be best for you to give me some warning that you are coming so that I could plan to give you time. The leading hotels here, all within a few blocks of the State buildings, are the Abraham Lincoln, the Leland and the St. Nicholas (called the St. Nick). It is desirable to have reservations. We also have excellent tourist courts.

Sincerely,

OFFICIAL BUSINESS

Return to

Major W. C. Weston

Springfield, Mass.

Central Mass.

REGISTERED ARTICLE

SPRINGFIELD

Form 3511
Rev. 1-4-40

RETURN RECEIPT

Received from the Postmaster, the Return or Insurance Article, the original number of which appears on the face of this Card.

To

Post Office

Date of return

April 10. 1948

Dr. Karl L. Trever
1655 N. Greenbrier St.
Arlington, Va.

Dear Mr. Trever:

Thanks for the very prompt return of galley proof for your article. I guess you thought I did not want to print it because it was so long before I did so, but that was not the case at all. The last few numbers I have had to watch the number of pages so closely that selection of articles has come to depend more upon the way their length fitted into 96 pages than upon their merits. I have just about caught up with the war articles -apparently just in time to start a new series.

As perhaps you have heard, I am having to relinquish the editorship at the close of my term which will be after the April 1949 issue. There is considerable pressure for me to stop right now, but I am enjoying it too much and have such a good backlog of articles and such good sub-editors that I can carry on a while longer. But my physician says firmly, "If you don't lighten your load and devote more time to recreation and less to things which produce tension, you will go just the way your mother did, but you won't wait until you are 87 to do it." It looks now as if I shall be retiring in about three years and if I do, I don't want to be tied down by the editorship. I guess a committee has been appointed, or is about to be appointed, to find my successor. Be thinking hard.

Sincerely,



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

December 12, 1946

Miss Margaret C. Norton, Editor
The American Archivist
1105 South 2nd Street
Springfield, Illinois

Dear Miss Norton:

Herewith is a copy of my paper on "The Organization and Status of Archival Training in the United States" as delivered by me on October 25 at the joint dinner of the SAA and the AASLH. It is a carbon copy--and indeed the only copy I possess. Somewhere between the close of the dinner meeting and my return home, I lost the original (and I was sober, too). Therefore I am sending it to you by registered mail, although it may not be worth that much. I have attached footnotes, which you may have inserted at the proper page in the text, if you wish. If you plan to publish it, could you let me know about what issue I may expect to see it?

I have at least three other subjects to discuss with you, mostly in answer to your questions. I shall leave these topics for another communication.

The enclosed clippings may be of interest to you as possible filler. You do not need to return them.

Yours sincerely,

Karl L. Trever

Karl L. Trever

enclosures





The National Archives

Washington 25, D. C.

March 19, 1948

Miss Margaret C. Norton
Editor, The American Archivist
Springfield, Illinois

Dear Miss Norton:

The Interagency Records Administration Conference would appreciate your giving us permission to make a reprint of Margaret Choppin's review of Records Management and Filing Operations by Odell and Strong. Since Miss Choppin prepared this review for publication in The American Archivist this request is being addressed to you. If your reply is favorable we intend to make a copy of this book review available to all members of the Conference.

Very sincerely yours,

Joseph F. Vaughan
Secretary, Interagency Records
Administration Conference



March 22. 1948

Mr. Joseph Vaughan, Secretary
Interagency Records Administration
Conference
The National Archives
Washington 25. D.C.

Dear Mr. Vaughan:

There is no objection to your reprinting Miss Choppin's review of Records Management and Filing Operations by Odell and Strong which is to appear in the April issue of the American Archivist. I would prefer, however, that this review should not be distributed to your members prior to its appearing in the American Archivist which will be very late, I fear. On account of my recent serious illness copy was six weeks late in getting to the printer so I don't know when it will appear - probably some time in May.

How many copies do you need? As you know, I cut up 25 copies for distribution to contributors so perhaps the cheapest reproduction for you would be to order direct from the printer as many more as you will need. The editorial office does not handle orders for reprints, which must be arranged for directly with the publisher.

Sincerely.



THIS SIDE OF CARD IS FOR ADDRESS

Society of American Archivists
450 Ahnaip Street
Menasha, Wisc.

GENERAL LIBRARY
UNIVERSITY OF MISSOURI
COLUMBIA, MISSOURI

May 10, 1948

following publication due on subscription has not been received:

American Archivist

Volume 11, number 2, April, 1948.

! you kindly forward this missing number?

Very truly yours,

Serials Dept. --- General Library
CA/ac

cut 48



Division of State Archives

STATE OF COLORADO

STATE MUSEUM, DENVER 2, COLORADO

HERBERT O. BRAYER, STATE ARCHIVIST

VIRGIL V. PETERSON, ASSOCIATE STATE ARCHIVIST

March 17, 1948

Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Margaret:

Many thanks for your letter of March 3, and I am dreadfully sorry to hear that you are still under the weather. I do hope that your recovery will be rapid and complete, for we need not only your good services in connection with The Archivist, but in the field in general.

In answer to your questions: first, I should of course prefer the title of State Archivist of Colorado in connection with your convention report. Secondly, the Czechoslovakian archives article was originally published in the Bulletin of the Institute of Historical Research, Volume XXI, Number 62, for May and November 1946, but actually issued last fall. I know that it is not necessary to secure permission to republish this article as such permission was given me orally during my visit to Czechoslovakia. In view of what has taken place in that country the past few weeks, I earnestly urge you to use the article as soon as practicable. Unfortunately (and I can now say this officially) "the curtain" is coming down in Czechoslovakia and we cannot be sure about any future information.

With warmest personal regards to you and my other friends in Springfield,

Sincerely yours,

Herbert O. Brayer,
State Archivist.

hob:mg

London, England)



Division of State Archives

STATE OF COLORADO

STATE MUSEUM, DENVER 2, COLORADO

HERBERT O. BRAYER, STATE ARCHIVIST

VIRGIL V. PETERSON, ASSOCIATE STATE ARCHIVIST

March 17, 1948

Margaret C. Norton,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Margaret:

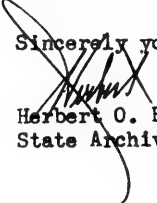
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London, England)

In answer to your questions: first, I should of course prefer the title of State Archivist of Colorado in connection with your convention report. Secondly, the Czechoslovakian archives article was originally published in the Bulletin of the Institute of Historical Research, Volume XXI, Number 62, for May and November 1946, but actually issued last fall. I know that it is not necessary to secure permission to republish this article as such permission was given me orally during my visit to Czechoslovakia. In view of what has taken place in that country the past few weeks, I earnestly urge you to use the article as soon as practicable. Unfortunately (and I can now say this officially) "the curtain" is coming down in Czechoslovakia and we cannot be sure about any future information.

With warmest personal regards to you and my other friends in Springfield,

Sincerely yours,


Herbert O. Brayer,
State Archivist.

hob:mg



The National Archives

Washington, D. C.

OFFICE OF THE ARCHIVIST

February 5, 1947

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department, Illinois State Library
Springfield, Illinois

Dear Miss Norton:

The following is the correct address for Mr. Robert Claus:

Archives - C-65
United Nations
Lake Success, Nassau Co.
New York

Please don't feel that you must always write a "regular letter." This will not be one either, because I am trying to straighten out my affairs for a two-weeks vacation. I do not know whether I told you or not, but I plan to fly from Miami over to Havana for a few days to look over the new Cuban Archives Building. Mr. Lopez, who was an intern in the National Archives for about four months and is now Superintendent of the Building, will be my guide. Fortunately he speaks English. I have in mind possibly preparing for you the description of the Cuban Archives Building you have long wanted, out of this visit and certain materials already in print, chiefly in Spanish. I can make no promises as to when, but will keep you informed. Possibly it is already so late that you are no longer interested. If that should be the case, let me know.

Sincerely yours,

Oliver W. Holmes

Oliver W. Holmes
Program Adviser



August 2, 1948

Mr. Victor Gondos, Jr.
The National Archives
Washington 25, D.C.

Dear Mr. Gondos:

Under separate cover I am sending you twenty-five copies of the cuts of the proposed Vermont building. I am sorry that I cannot also send the accompanying description, but I could not make the magazine format come out that way, and had to use your contribution as a filler and to give the descriptive part to one of the contributors of articles.

Although I had more cuts than I could use presented for the October number, I am still interested in your architectural contributions and hope you will send more - at least as long as I am editor, which will be through the April number.

I am looking forward to seeing you at Raleigh. I hope your wife will be along as those who met her at the Colorado meeting were charmed by her.

Sincerely,



The National Archives

Washington 25, D. C.

August 20, 1948

Dear Miss Norton:

I received the copies of the cuts of the Vermont belly and appreciate why you couldn't send two dozen copies of the test also. However, if you have a few extra copies of the issue still left perhaps you may be able to send me two or three copies each of the Vermont squib, and of my review of the Harvard lightning experiment.

With congratulations for your excellent mail, I am,

Sincerely,

Frederic J. Anderson Jr.

Springfield, Ill.
September 10, 1948

Mr. Victor Gondos, Jr.
The National Archives
Washington 25, D. C.

Dear Sir:

Under separate cover, I am sending you two copies of the July number of the American Archivist. These are all I can spare because I am allowed only a few extra copies for editorial purposes. I would like to have sent you twenty-five copies of the review but found that the person whose review is on the other side of the page had already taken my supply. That was a very good review.

I enclose a page from a recent Library Journal containing a notice of Voss' new book entitled Fire Proof Construction. Have you seen this and is there any chapter that would particularly interest persons building Archives buildings - that is the things which the archivist should know about in relation to specification for his vaults. If so I would appreciate your discussing with Dick Wood the possibility of your doing a review of that particular section of the book.

Sincerely,

Margaret C. Norton
Archivist



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
STATE ARCHIVES
STATE MUSEUM BUILDING
HARRISBURG

July 27, 1948

Miss Margaret C. Norton, Editor
The American Archivist
The Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Dan Noll has just sent me a carbon copy of his very interesting "From the Microphotographer's Mail". The lead section of this he has shown to me in rough form at Washington earlier in the month, and at that time I approved it as being sufficiently disguised so that the archivist mentioned would not be recognized. Now that I look at the thing at more leisure, I wonder if you could not delete part of the first sentence to make it read:

Question: As state archivist I have to decide whether or not I should authorize the destruction of certain records.

I am sending a copy of this note to Dan, and I do not think that he will object to the change. After all, there are rather few state archivists, and almost no new state archivists, and his phrasing makes it pretty obvious who the archivist is. He has disguised and changed the incident somewhat, and it really is somewhat different and much hotter than he hints. I feel that wise deletion would not harm Dan's copy at all while making my official life more secure. Can do?

Long before this I had expected to be writing to you, but things have been pretty rushed. I have splendid backing from upstairs, and while conditions are discouraging I feel that we are going to win out.

I'll certainly be seeing you at Raleigh.

Asever,
HHE

July 30, 1948

Mr. Henry H. Eddy
State Archives
State Museum Building
Harrisburg, Penna.

Dear Mr. Eddy:

Although I have not yet received Mr. Noll's copy and so do not know for sure what you are asking me to eliminate, I think I can promise you to make the change you suggest.

Your letter hints that your law gives the archivist the decision about destruction of originals after microfilming, and that perhaps some "heat" is being put on you to authorize destruction of which you do not approve. I am thankful that our law requires the unanimous decision of a committee of five before a recommendation to destroy. In other words, I have backing in my decisions.

Miss Rogers and I are planning to attend the meeting at Raleigh - in fact, have our hotel reservations. I hope you and I can sit down together for a long talk about the situation in Pennsylvania. I am glad to know you are having good support from your superiors. I cannot believe that Pennsylvania is going to wait much longer for a modernized archival agency.

This typewriter is acting like the Auld One today - I guess it heard a new one is coming and is trying to see how ornery it can act while I am waiting.

Sincerely,

August 10, 1948

Mr. Daniel F. Noll
896 No. Kentucky St.
Arlington, Virginia.

Dear Mr. Noll:

Several days ago I sent you twenty-five copies of your first "Column." I cannot always do this, because this is filler material which is used between articles to make it possible for each author to receive the full number of copies when I put up the magazine for distribution. Since you refer to your contribution as answers to recurring questions, I thought it might be useful for you to have extra copies of these.

The October copy came and is even better, I think, than the first. This ought to be the most valuable sort of information for all of us, and I know the feature will be very popular.

Thank you also for the copy of your article in the Journal of Accountancy. I still wish we could have published it in The AMERICAN ARCHIVIST but haven't given up hopes of something similar for us one of these days.

Sincerely,

P.S. I am referring your letter of July 26 concerning sale of copies of The AMERICAN ARCHIVIST by you to Dr. Cappon because I have nothing to do with the circulation department and don't know how it is managed. The editor receives only a small number of copies for necessary editorial use. As a matter of fact, I sent most of my surplus to the advertising manager so do not have any I could send to you. I am sure the Society will appreciate any efforts you can make towards increasing our subscription list.

Hope you are having a nice vacation.

July 1948
UNITED NATIONS



NATIONS UNIES

LAKE SUCCESS, NEW YORK • FIELDSTONE 7-1100

REFERENCE:

11 December 1947

Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

I am enclosing a short article dealing with the demise of the archival profession. It has been cleared with the Department of Public Information of the United Nations since I am an employee of the United Nations Secretariat working in the Archives Section directly under Mr. Robert Claus. Mr. Claus has also read the paper and expressed his willingness to see it published.

I have taken the liberty of sending a finished copy to Mr. Holmes, Program Adviser in the National Archives, because I mention specifically the National Archives in several places. Mr. Holmes was kind enough to recommend that I submit the article to you "without further delay." His thought was that the article is by no means definitive (and I certainly recognize that) but that it might serve as a springboard for discussion. Indeed, the line of argument in the paper is not particularly original since it has been the subject of considerable contention and concern for all people making a career in archives work. My main purpose is to bring the whole matter out in the open and await the rebuttal barrage and whatever comments there might be by way of agreement.

The paragraphing, transitional expressions, and some of the sentences are still a little awkward but I hesitate to make additional changes while not being sure that you can use the paper. If you feel that it is suitable for publication I shall be happy to make whatever changes you think best in terms of detail and grammar. Or, if there are any minor changes to make, then, of course, you are free to introduce the corrections yourself, if you so desire.

For the record, I am a member of the Society of American Archivists and a former employee of the National Archives. I served in the Historical Division attached to Headquarters, European Theater of Operations during the War. After discharge from the Army I joined the Navy as a civilian - working as an archivist in the Naval Records Management Center, New York. From March 1947

10 December 1947

to date I have been with the United Nations Archives Section as Records Appraisal Officer. Education includes A.B. from Harvard, 1937 and an M.A. from the University of North Carolina, 1939.

I hope to hear soon that you think the article suitable for publication in The American Archivist.

Yours truly,

Irving P. Schiller

Irving P. Schiller
Records Appraisal Officer

encl.

December 20, 1947

Mr. Irving P. Schiller
Records Appraisal Officer
United Nations
Lake Success, N.Y.

Dear Mr. Schiller:

Your article entitled "The Archival Profession in Eclipse" struck a responsive chord in me, because the very day I received it I was making notes for an article (not for The American Archivist) on much the same theme. I have been very much concerned over the apparent abandonment of the idea that the archivist is the conservator of archives and the apparent willingness of people bearing that title to go along with officials who want to destroy records simply because they do not have storage space for them. Since the beginning of time that has been the excuse for wanton destruction of records. Our old style archivists rescued papers from dumps and fought destruction tooth and nail. Of course, where there is so much paper work as in the federal government, there is a lot of trash, but when archivists in responsible positions make such statements as, "Regrettably we cannot hope to preserve the service records of every American soldier in World War II", I blow a fuse. It is the business of the archivist to fight for space for the preservation of such records. If the archivist is meekly going to say, "O.K., you can destroy that if you think you won't need it any more" the time will come when the official will by-pass the archivist. Our State Records Commission here is very conservative about agreeing to destruction and we make those applying for it prove beyond reasonable doubt that the information contained in the records exists in some more condensed or at least in another form or that it is really trash. We can often enough tell them that what they have isn't a record and never was one so that they don't say we make them keep everything.

Yes, indeed, I will publish your article. I may not be able to get it into the April issue because of prior commitments, but I am going to try. That goes to press on February first, so if you wish to amend your article before then you will have time to do so. You may wish to add something along the line I discussed in the paragraph above, and you are at liberty to do so. I make changes in copy sent me only to make it conform to our style of spelling, punctuation, etc. or to correct obvious mistakes in grammar. We prefer to have the authors make other changes themselves. Presumably you have another copy so I will

not return this unless you ask for it. I have bad luck in getting back copies of papers I return to authors for revision!

Sincerely,

July 48
UNITED NATIONS



NATIONS UNIES

LAKE SUCCESS, NEW YORK • FIELDSTONE 7-1100

REFERENCE:

5 January 1948

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you for your kind letter of 20 December 1947.

I have corrected the enclosed article in accordance with your suggestions and am forwarding it with the hope that you may find room for it in the April issue. In order to make the corrections stand out I have indicated all changes made with an asterisk in red ink. One major change, you will note, is a whole new paragraph to be inserted at the bottom of page 6. As far as I can tell the article seems to be in pretty good shape in terms of grammar, spelling, punctuation and format. I assume however that there might be some editorial changes still to be made. I am wondering particularly about two things:

- (1) Would it be better to have quotations of over three lines indented and single-spaced?
- (2) Do you think that placing the footnotes at the end of the article is a suitable arrangement?

If I can help in any way, please do not hesitate to write.

Yours truly,

Irving P. Schiller

Irving P. Schiller
Records Appraisal Officer
Archives Section

Encl.

March 5, 1948

Mr. Irving P. Schiller
Records Appraisal Officer
Archives Section
United Nations
Lake Success, N.Y.

Dear Mr. Schiller:

My apologies for letting your letter of January 5th enclosing the revised copy for your article "The Archival Profession in Eclipse" so long unanswered. I have been seriously ill since the first of the year and am now home recuperating from two major operations. When I went to the hospital I left instructions for all my mail to be opened and acknowledged, but this seems to have been imperfectly understood, so that I am now faced with the mountainous task of mollifying good friends who have been writing to me all this time.

I am sorry that I cannot publish this in the April issue because of prior commitments, but assure you it will be printed as soon as possible, because, as I wrote you before, I feel you are raising important points which archivists should consider seriously.

The editorial points which you raise in your last letter are taken care of automatically by our style book. In general, we use the rules given in the University of Chicago Press book.

Sincerely,

RECORDED
INDEXED
SERIALIZED
FILED
MAR 10 1948
FBI - NEW YORK
MAR 10 1948
FBI - NEW YORK

July 48
UNITED NATIONS

NATIONS UNIES

LAKE SUCCESS, NEW YORK • FIELDSTONE 7-1100

REFERENCE:

25 June 1948

Miss Margaret C. Norton
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

I am inclosing the proofs of the article with two corrections in the text. On the first sheet, first paragraph substitute "that" for "tat" and on the third sheet, last paragraph substitute "lessons" for "lesions". Also under the title could my middle initial "P" be inserted?

Thanks very much for your cooperation and interest and I trust ~~you~~ will stir up some constructive discussion.

Yours truly

A handwritten signature in cursive script, reading "Irving P. Schiller".

Irving P. Schiller
Records Appraisal Officer
Archives Section, United Nations

AG-038

July 3, 1948

Mr. Irving P. Schiller
A G - 058
Records Appraisal Officer
Archives Section
United Nations
Lake Success, N.Y.

Dear Mr. Schiller:

Thank you for the prompt return of proof. Your corrections are being made as indicated.

I think your article reads in print even better than in manuscript, and I hope it stirs up considerable comment. The points you are taking certainly deserve thoughtful study.

Sincerely,

OFFICERS
PRESIDENT
LAURENCE H. NORTON
VICE PRESIDENT
HERMAN L. VAIL
DIRECTOR AND SECRETARY
RUSSELL H. ANDERSON
TREASURER
HENRY S. SHERMAN

The
Western Reserve Historical Society
ESTABLISHED IN 1867
10825-10915 EAST BOULEVARD
Cleveland 3, Ohio

TRUSTEES
RUSSELL H. ANDERSON
GEORGE W. BIERCE
JAMES A. BOHANNON
CHARLES B. BOLTON
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FRANK A. SCOTT
HENRY S. SHERMAN
HERMAN L. VAIL
G. GARRETSON WADE
SIDNEY S. WILSON

June 12, 1948.

Miss Margaret C. Norton, Managing Editor,
The American Archivist,
450 Ahnaip Street,
Menasha, Wisconsin.

My dear Miss Norton:

Realizing that we have not sent in any material on our accessions for inclusion in the News Notes of The American Archivist, I have prepared a list of some of the more interesting recent accessions. I hope you will be able to drop it into one of the forthcoming issues of the journal.

We have a wealth of material here and I am very anxious to have scholars make use of it. Perhaps an item in the News Notes will call their attention not only to the special material but arouse their interest in our collections generally.

I plan to attend the meeting of the Archivists this fall, at which time I presume I shall see you. I have been rather remiss in attending these meetings or unfortunately had made other commitments at the time of the annual meeting. I would have enjoyed the meeting in Colorado very much but was in the East at the time.

With kind regards, I am

Yours very sincerely,

Russell H. Anderson
Russell H. Anderson, Director

RHA:MRR
encl.

June 16, 1948

Dr. Russell H. Anderson
Western Reserve Historical Society
10825-10915 East Boulevard
Cleveland 6, Ohio.

Dear Dr. Anderson:

Thank you for the item for the News Notes for The American Archivist. The July number has gone to press, but we can use this for the October number, especially since it does not seem to be "dated".

It is good to hear from you again. I suppose by now you are well shaken down at Western Reserve. I hated to see you leave Chicago, but suppose I shall see you as often as before at various meetings. It is good to hear that you expect to get to the annual meeting of the Society of American Archivists this year. It is to be held in Raleigh, North Carolina, the last week in October. Miss Rogers and I expect to drive.

Sincerely,

Oct 48
W. J. BARROW

Document Restorer

STATE LIBRARY BUILDING

RICHMOND 19, VA.

January 28, 1948

Miss Margaret C. Norton, Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

At last the article on ink has been finished and I hope you will find it satisfactory for the Archivist magazine. Mr. Smith of the National Bureau of Standards has gone over it for technical errors and Mr. Hall, Mr. Russell and Mr. Church of this Library have corrected my English and helped me put it in good shape for publication. I have spent considerable time and money in research on this paper but have felt it worth-while as this seems to be the first attempt to study the components of ink and their effects on paper of the Colonial period.

Several archivists that I have talked with have expressed the hope that this article be published in one issue of the magazine. However if you think it best to divide it into two parts, then I would like for page 10 to be the beginning of the second part. Table #1 may be placed wherever you think best in the first part. If you do print it in two parts please change line 2, page 19 to read "in two articles" instead of "an article".

I am at present making a similar study of paper 1600-1800 and hope within a year or two to have a better knowledge of documents of this period. If I live long enough I hope to bring my study of ink and paper up to 1850.

Your comments on the enclosed article will be of interest as I am anxious to know if you think the archivists will benefit from this study.

Yours very truly,



W. J. Barrow

P.S. If reprints of articles are available would you let me know the approx. cost for about 200 copies.

W. J. B.

March 4, 1948

Mr. William J. Barrow
Documents Restorer
State Library Building
Richmond, 13, Va.

Dear Mr. Barrow:

You are doubtless wondering why I never so much as acknowledged receipt of your paper entitled "Black Writing Ink of the Colonial Period." I was in the hospital when it came and my instructions to my staff to acknowledge all mail which came in seem to have been imperfectly carried out. I have been seriously ill since the first of the year but am now having a slow convalescence at home after two major operations. I hope to get back to the office part time shortly after the first of the month. In the meantime I am trying out my strength on the accumulation of American Archivist work which has piled up while I was incapacitated. I don't know when the April issue will get out, but eventually.

Your paper is just the sort of article I want. When we were in library school we were surfeited with lectures on "the library spirit". Most archival articles submitted seem to me to be in the nature of religious apologetics. I think we archivists know altogether too little about technical aspects of the documents we are handling. None of us ever had a course on filing, yet we presume to tell other department heads how to organize records management programs. We handle written manuscripts by the million and advise on repairing them, but we do not know enough about the manufacturing of the paper and ink to answer the simplest question put by an bright high school boy. I agree with those archivists who say that our profession should attract scholars, but I don't agree that that scholarship should be limited to a Ph.D. in History. So, I like your paper and hope you will be sending me a whole series on the same subject. In addition to inks, I hope you are continuing your studies on seals, paper, etc.

I estimate that your paper will take about 20 pages. Ahead of it I have a manual on calendaring by Radoff, which will have to go in two issues. By postponing your article until the October issue I can run it in one number as the feature article. I try to have four articles in each number - one on some phase of archival technique, one foreign, etc.

The price of separates depends partly upon the type of cover you want, and prices are going up so rapidly that I could not give you the slightest estimate about the cost of 200 extra copies. When the time comes, you should write directly to the publisher as I do not handle reprints myself - it is much more satisfactory when author and printer deal directly with each other. Since we absorb the cost of composition, the only cost to you is for press work and paper. I would guess that this would be well under \$25.00. Of course you know that I cut up 25 copies and distribute them among contributors. That does not guarantee 25 copies, however, because sometimes I cannot make the number of pages come out even and sometimes two contributors must share the overlapping pages. Thanks for the copy of the bulletin on Alkaline Writing Ink. I assume that you have sent me this for my own use and that a second copy, for review purposes, has gone to Richard Wood.

I just heard that Dr. Van Schreeven is to be the program chairman for the next meeting. I hope he and you work out some good technical reports for us.

Sincerely,

W. J. BARROW

Document Restorer

STATE LIBRARY BUILDING

RICHMOND, VA.

June 16, 1947

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am enclosing an item that you may find of interest for the Archivist magazine. If you do not think the Archivist would be interested in this type of material please feel free to eliminate it.

I am now working on two articles pertaining to 17th and 18th Century writing ink that I thought you might like to use. As you know it is quite a struggle for me to prepare an article and I have to depend on others to help put it in final form in order that both the scientist as well as the archivist will understand it. There seems to be almost nothing written on this subject and it has taken a great deal of time to gather sufficient material to get a good idea of the formulae used. The object of this study has been to find out the composition of the writing fluids used as well as the effects of these compounds on paper. Of course so broad a subject can not be ~~entirely~~ ^{covered} in two articles however I feel that a start should be made. As additional information is assembled other articles could be written.

I have found in connection with ink formulae right many formulae for making wafers, sealing wax etc. that were used in connection with documents. Do you think these would be of interest for an article after a study were made of their effects on paper?

I would appreciate your letting me know if you think I have the right approach to my ink problem.

With best regards, I am

Sincerely yours,



W. J. Barrow

June 19, 1947

Mr. William J. Barrow
Document Restorer
State Library Building
Richmond, Virginia.

Dear Mr. Barrow:

The item on inks is exactly the sort of material I have hoped would come out of the Technical Committee. It is a good length for a filler. I cannot use it in the July issue because that is already in page proof, but it will appear in a short time.

Definitely I think an article on wafers, sealing wax, etc. would be of value, and of course I want the articles pertaining to 17th and 18th century inks. You know that I feel strongly that archivists do not know enough about the writing materials with which they are working, and I am delighted that you are going to be able to supply some of the lacunae in this field. I also have a book-binder doing some work, and Mr. Chakravorti has promised me an objective discussion of the lamination process.

By the way, Miss Rogers tells me that she has provided for one of your laminating machines for our budget this biennium, but we don't know yet what the Governor may do about slashing our appropriations in revenge for his not getting the State Library away from the Secretary of State as he tried to do. We have had an exciting time here during this session. I didn't have any sentiment about taking the library away from one department to put it into another, but there are constitutional stumbling blocks in the way of taking the archives out which the persons who drafted the bill did not consider (Illinois Library Association was used as a tool by someone trying to get Miss Rogers' job away from her.)

Sincerely,

November 20, 1948

Mr. William J. Barrow
Document Restorer
Virginia State Library Building
Richmond, Virginia.

Dear Mr. Barrow:

Thank you for the copy of your article on "Black Writing Ink of the Colonial Period." It came before I was able to mail out the clip copies. Needless to say, I found my desk piled high when I got home and even more things to do at my home, so American Archivist business had to wait. Also, I had first to get out the January number. By this time probably you have received your copies and noticed that I was only able to send a few. One thing I checked for carefully was to have the articles come out so that each would start a new page. There was evidently a mistake in page proof pagination, for I thought I had accomplished the aim of being able to send everyone his 25 copies.

Several people have commented upon your article as being one of the outstanding things we have published in the magazine. I hope you will continue with your research and report to us often.

I enjoyed the brief visit with you at the convention. Next year I will no longer be an officer and hope I will have more time for friends.

Sincerely,

W. J. BARROW

Document Restorer

STATE LIBRARY BUILDING

RICHMOND 19, VA.

Nov. 24th 1948

Dear Miss Norton;

Thank you for your nice letter and the copies of the ink article.

I appreciate your favorable comments as well as others. Mr. F. B. Wong of the National Society of autograph collectors may write you for permission to reprint it in their magazine. He wrote me for a copy at the suggestion of Miss Benjamin. If the length is too long they may just give it a write up.

This article seems to have been favorably received by nearly all that I have sent reprints. Du Pont has request 6 copies, ^{one each of} for their different laboratories. The Bureau of Standard did likewise.

Thank you again for the copies.

Sincerely yours

W. J. Barrow

W. J. BARROW

Document Restorer

STATE LIBRARY BUILDING

RICHMOND 19, VA.

Nov. 24th 1948

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Thank you again for the copies.

Sincerely yours

W. J. Barrow

Report on meeting International
Council of Archivists wanted
for October issue, August first
deadline if possible.

CLASS OF SERVICE

This is a full-rate Telegram or Cablegram unless its deferred character is indicated by a suitable symbol above or preceding the address.

OUT 48

WESTERN UNION

JOSEPH L. EGAN
PRESIDENT

1291

SYMBOLS

DL = Day Letter

NL = Night Letter

LC = Deferred Cable

NLT = Cable Night Letter

Ship Radiogram

(15)

The filing time shown in the date line on telegrams and day letters is STANDARD TIME at point of origin. Time of receipt is STANDARD TIME at point of destination.

SG 22 PD=DENVER COLO 25 1022A

MARGARET C NORTON=

1943 MAR 25 PM 12 15

=ILLINOIS STATE LIBRARY SPRINGFIELD ILL:

=LEAVING TOMORROW FOR PARIS STOP WOULD YOU LIKE ARTICLE FOR
ARCHIVIST ON FIRST MEETING INTERNATIONAL COUNCIL OF ARCHIVIST
JUNE NINE TO ELEVEN KINDLY TELEGRAPH REPLY:

=HERBERT O BRAYER.

ORGANISATION DES NATIONS UNIES
POUR L'ÉDUCATION, LA SCIENCE & LA CULTURE

Téléphone : Kléber 52-00

Télégrammes : UNESCO-PARIS

Prépare d'adresser la correspondance au
Directeur Général

UNITED NATIONS EDUCATIONAL,
SCIENTIFIC & CULTURAL ORGANISATION

19, Avenue Kléber
PARIS-16^e

Please address all correspondence to
The Director General

July 26, 1948

Division of State Archives,
14th and Sherman Streets,
Denver, Colorado.

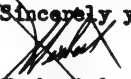
Miss Margaret Norton, Editor,
American Archivist,
State Archives, State Library,
Springfield, Illinois.

Dear Margaret:

As I indicated before departing for Paris, I am preparing a complete report on the Paris meeting at which the International Council on Archives was established. I will have this ready for you by the end of the week and will forward it for publication as suggested. I even have some photographs of the council of experts assembled in Paris if you are able to use a cut in the magazine. I think it is historical enough to be worth a "tip in" if the budget would stand it, but in any event please feel free to use the article as you see fit and let me know if you would like the picture.

With sincere personal regards,

Sincerely yours,


Herbert O. Brayer,
Secretary-General,
International Council
on Archives - UNESCO.

hob:mg

CC: Oliver W. Holmes

July 30, 1948

Mr. Herbert Brayer
Secretary-General
International Council
on Archives *UNESCO
Division of State Archives
14th and Sherman Streets
Denver, Colorado.

Dear Herbert:

Please send your article on the Paris meeting at once because we are starting out with a new printer with the October number and I want to get copy to him on time so he will get the habit of coming out on time. I don't know when our present publisher is going to get out the July number - he has had copy for close to three months. I have set August 1st as my deadline this time but will wait a day or two more if necessary. Yes, indeed, I want a photograph of the archivists at Paris. I had planned to run a picture of Grover, but haven't received it yet, so will run this and or and/or. We are all anxious to hear about the meeting and I hope this can get out so people will have had an opportunity to study it before discussions at the Raleigh meeting.

For months I have been having trouble with this typewriter piling up letters. Suddenly yesterday it began skipping spaces. Maybe it heard we are turning it in on a new machine. I trust you will forgive the appearance of this letter.

Sincerely,

August 9, 1948

Mr. Herbert Brayer
Colorado State Archives
State Museum Building
Denver 2, Colorado.

Dear Herbert:

Thank you for the article and for the picture. The latter is not too clear, but will make at least some sort of out. I think it very important to show this. I have already sent part of the magazine to the printer, but left space for this and told them it was coming, so this is all right.

Miss Rogers and I will be seeing you at Raleigh. We want to hear all about the new archival organization.

Sincerely,

MARGARET C. NORTON
Archivist

P.S. By the way, do you have the address of Mr. Polisensky to whom I could send copies of his article?

Sent 9/25



Division of State Archives

STATE OF COLORADO
STATE MUSEUM, DENVER 2, COLORADO

HERBERT O. BRAYER, STATE ARCHIVIST

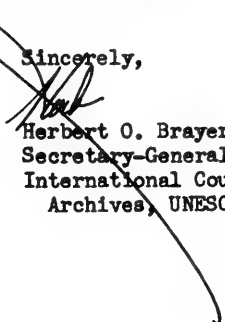
August 17, 1948

Miss Margaret C. Norton,
Managing Editor, The American Archivist,
Archives Department,
Illinois State Library,
Springfield, Illinois.

Dear Margaret:

Thank you for your letter of August 9th.
I would appreciate your sending Dr. Polisensky's
copy on to me and I will forward it through our
Czechoslovakian member on the International Council
on Archives.

Sincerely,


Herbert O. Brayer,
Secretary-General,
International Council on
Archives, UNESCO.

hob:mg

THE SOCIETY OF AMERICAN ARCHIVISTS

R. D. W. Connor, President
Chapel Hill
North Carolina

August 1, 1947

~~Address-Communications~~
Lester J. Cappon, Secretary
University of Virginia Library
Charlottesville, Virginia

Miss Margaret C. Norton, Archivist
Illinois State Archives
Springfield, Illinois

Dear Margaret:

Here is a note on our general schedules that was originally suggested by Trever, I believe, and later referred to in a letter from you. I have felt that it should not be written until Congress adjourned so that we could cover in it all the schedules that might get Congressional approval in the last session.

I had originally thought it might be a news note, but Karl says he doesn't think it should be, and I guess it really is a bit long for that. If you find it useable I have no special preference as to how it is run - that's fully within your editorial prerogative, of course.

If you feel that the note should be modified in any way, or that it is not wholly clear, I hope you will let me know.

Hope to see you in Glenwood Springs.

Very cordially



210 W. Alexandria Ave.
Alexandria, Virginia

August 6, 1947

Dr. Philip Brooks
The National Archives
Washington 25, D.C.

Dear Phil:

This will acknowledge your article entitled "General Disposal Schedules in the Federal Government." So far I have not had time to study it and in all events it will, I fear, be crowded out of the October issue. That will give me time to discuss any changes if I feel such should be made. I think the original suggestion for this may have grown out of a remark that I made to Dr. Buck to the effect that I sometimes wonder whether those persons in The National Archives who are called upon to appraise records have had sufficient experience to make their judgments valid. I do not refer to the key men like you, but to some comparative new comers to the staff who seem to be passing upon appraisals. Dr. Buck replied that he did not think that need worry us too much, because the principles upon which record disposals are based, are pretty well established, especially as relates to the housekeeping records which are the chief records now being destroyed. I told him if that is the case, then by all means we should have an A A article setting forth those principles. He replied that the trouble is that the people who could write it are too busy. I believe that what you have just sent me is at least the nucleus for such an article, if not the article itself. For that reason, I wish a little time for consideration.

The serious illness of my Mother, superinduced by heat exhaustion will probably make it absolutely impossible for me to attend the Society meeting at Colorado. I hate to miss the meeting, especially since it will probably be a small one and so lots of fun, but however Mother's illness turns out I will have to be here. I hope some of you can stop going or coming. Mother is in the hospital so your coming will not upset my own routine.

Sincerely,

cut 48
THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX 205
WILLIAMSBURG, VIRGINIA

May 7, 1948

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Margaret:

Here is the revised version of the note on general schedules which I sent you last August and which we agreed should be expanded. I hope it may be of interest. I wish I could have given you by now a complete substitute for my 1940 article on selection, but that's a quite different and a much bigger job.

The footnotes for this present squib could be omitted or run in the text if you prefer. Also, I could send you a first page of a schedule if you want to run a facsimile.

We all hope you're feeling well by now.

Most cordially


Philip C. Brooks

May 14, 1948

Dr. Philip C. Brooks
210 W. Alexandria Ave.
Alexandria. Virginia.

Dear Phil:

Thank you for the article on "Archival Procedures for Planned Records Retirement." While I have not yet read it in detail, it appears to be just what we wanted. I do not know whether we will find it advisable to run a facsimile of the first page of a schedule - those things run into money - but I think it would be advisable to have one if I did decide to use it.

The July number went to press the 10th of May, so I shall use this at some later date, just when I cannot promise. I hope we can get the July number out on time. So far I have had only one "squawk" on the April issue's lateness - not a complaint but a "where is our copy?" from a university library. Proof went back two weeks ago, so it ought to be coming out any day now, unless we tangled the printer's schedule too much and have to await our turn.

Except for an occasional twinge which the doctor says I'll be having for some months, I seem to have made a remarkably fast come back. I feel fine, though of course I tire easily, and my family doctor still insists that I must lighten my load, so my decision about the editorship has to hold. I tell him that is fun, but he cannot see it that way. I hope your health is holding out well. I think both of us broke from burning the candle at both ends, but, as Edna St. Vincent Millay says, "It gives a marvelous light."

Sincerely,

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX
WILLIAMSBURG, VIRGINIA

September 2, 1948

Miss Margaret C. Norton
Springfield, Illinois

Dear Margaret:

Here is the proof on my squib on records retirement procedures. My markings are comparatively few. Those involving one letter each are just errors, except for the "s" on "procedures" in the title. Perhaps you dropped the "s" intentionally - if so, I'll accept that as your editorial prerogative. But if it's a typesetter's error I'd rather have the "s" there. The few additions of words are admittedly afterthoughts of mine at this stage in the interest of clarity. The only one I think seriously needed is "for" between "provided" and "papers" half-way down galley 11. The revision of a whole long sentence on that same galley is a suggestion for clarity. I realize that author's changes are frowned on at this stage, and leave that suggestion to your editorial judgement.

We look forward to seeing you at Raleigh. So far I've heard almost nothing of the program except that they plan to have the meetings of the two organizations interspersed among each other throughout the three days. That I don't like, but it may work out. Is there a chance you might visit Washington en route to or from the meeting?

I was distressed to hear of Professor Pease's death, and have of course written Mrs. Pease a note. I thought him a fine person with whom I personally had very pleasant relations - even when he and I had varying opinions on some matters about the American Archivist.

Karl Trever tells me he has accepted the editorship. He is earnest, intelligent, and industrious. He should do a good job, though I say in all candor that he'll have a hard time even trying to live up to his predecessor.

We all hope you're feeling well now and that you will come to Raleigh. The July issue was good. I'm alternately tempted to take the Schiller article as a challenge and write a rejoinder, and to regard it as a rather immature expression of a body of opinion that has considerable merit as a caution. Some of the ideas can be easily traced to the man in the Archives who inspired Schiller - an intelligent but ~~irritating~~ person. I'm always caught in the middle for trying to emphasize the need for bridging the gap between the archivist and the maker of archives. But anyway, that type of article is good for the journal - it stimulates thought, and the journal can serve no better purpose.

Very cordially

Phil

*2. Society minutes, vol. 1
This is Paul Keenion*



The National Archives

Washington, D. C.

June 8, 1948

Margaret C. Norton, Editor
The American Archivist
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

You have no doubt received our press release on the confirmation of Mr. Grover as Archivist, but I thought you might like to be filled in on the rest of the story.

Mr. Grover was sworn in Friday afternoon, June 4, in a brief ceremony in our Conference Room. Harold M. Stephens, chief justice of the United States Court of Appeals for the District of Columbia, administered the oath of office. Guests included, among others, the outgoing Archivist, Dr. Buck, the Librarian of Congress, Dr. Luther H. Evans, members of the National Historical Publications Commission, including Dr. Guy S. Ford, members of the National Archives Council, and officials of the National Archives. The Utah Delegation in Congress turned out in force to congratulate a fellow Utahan. Of the four members in Congress, Senator Elbert D. Thomas, accompanied by Mrs. Elbert Thomas, Senator Arthur V. Watkins, and Representative Walter K. Granger were present as were Mrs. Esther Thomas Grover and the three Grover children, Ann, Mary, and Jane.

Mr. Grover, as of course you know, is fairly young, only 42. I wonder if you could make use of a picture of him in the next edition of The American Archivist? If so, would you prefer a picture of Judge Stephens swearing him in or a picture of him seated at his desk? I also have a very charming picture of him with his wife and three little girls, but that probably isn't quite professional enough for The American Archivist.

Sincerely yours,

(Mrs.) Elizabeth E. Hamer
Exhibits and Information Officer

June 16, 1948

Mrs. Elizabeth M. Hamer
Exhibits and Information Officer
The National Archives
Washington 25, D.C.

Dear Betty:

The July issue went to press on May 10th but so far I have not received galley proof. Ordinarily that would mean that I would still be able to run a photograph in that issue. But our printers suddenly, without any warning wrote us two weeks ago that they are dropping our contract along with that of a dozen other magazines, just as soon as they get out the July issue. Since they are being so slow about getting out that number I am not giving them the excuse of holding it up for a new cut, though I shall of course pull something from the news notes in order to run a short story on the change. Under the circumstances, therefore, I guess we will have to wait for the October number. It would therefore probably be better to show the picture of Mr. Grover at his desk.

So far we have not found a new publisher, though I am trying to get the Torch Press of Cedar Rapids, Iowa, who issue the Mississippi Valley Historical Review. It is most unfortunate to have this happen right now, partly because I hate to tie up the new editor by a contract which he might not like. So far as I know, the committee has not yet selected my successor. I enjoy the work and my health is lots better, but I have to let go of something and that is the logical place to release tension, so we must have a new person in charge of THE ARCHIVIST.

The change of archivists surprised me, but I think it was a wise move all around. The situation was impossible both for Solon and the staff. There is a very good article in the current issue of The American Scholar on the subject of the retrenchment program of the last Congress and its effect upon government work in the federal departments. It certainly covers your situation well.

Sincerely,

Springfield, Ill.
Oct. 11, 1948

Mrs. Mary C. Lethbridge
1811 S. Arlington Ridge Rd.
Arlington, Va.

Dear Mrs. Lethbridge:

I notice that you have gotten out the notices about news notes early this time. I have set as the deadline for copy to November 10 to give those of us who attend the meeting time to get home and get our material together. Because of tight schedule of our printer for January number, I am sending part of number to him on November 1. I assume that you may pick up a few items to add at the meeting but would appreciate getting your copy as soon as possible.

The material you sent in from Phil Brooks came too late for inclusion in October number but will be included in January number. I hope you will be at the meeting though I suspect your home duties may prevent.

Sincerely,

Archivist

MCN;mw

1811 SOUTH ARLINGTON RIDGE ROAD
ARLINGTON, VIRGINIA

Dear Miss Horton,

Here's something Philly Brooks
wants to get in as soon as
possible - if not the October
issue, the next one. I told him
it was undoubtedly too late, but
I'd send it to you anyway.

Sincerely,

Nary C. L. Whitbridge

1673 Commonwealth Ave.
Brighton 35, Mass.
May 26, 1948

Dear Miss Norton:

r

In accordance with your suggestion, I am enclosing a news note or two for the American Archivist. Use either or both, as you like. I have not been sending copies of the Library Scene to the National Archives; perhaps I will, if it appears that they would like them. Since I expect to be there in August, I could take some down with me.

Last month we had a visit from Miss Huttner, Archivist of the University of Minnesota. She had visited the National Archives, Columbia, and Yale, with travel expenses paid by the University. She is an intelligent young person; her ideas on archives seemed sound. She was particularly interested in our curriculum collection, which, in the strict sense of the word, is not really archival at all.

There is considerable interest now in university archival collections. Mr. Shipton has heard from several custodians of archives, including those at Fisk and Princeton.

I am in the midst of our annual commencement exhibit; we have some sixteen cases to fill. Subjects include commencements in 1648, 1748, and 1848, and the University in 1898.

Dorothy and I are sorry we will not have a chance to see you this June. I still plan to go to Atlantic City for one day's session of the A.L.A. Conference. I have not yet had any very clear word on the manual which is to be the subject of the discussion of the Committee on Archives and Libraries. Raleigh and October 27-29 look a long way off.

Sincerely yours,

Robert Lorenz

June 7, 1948

Mr. Robert Lovett
1673 Commonwealth Ave.
Brighton 25, Massachusetts.

Dear Mr. Lovett:

Thank you for the News Notes concerning the Harvard Archives. These were not received in time for the July issue but will be included in the October number of The AMERICAN ARCHIVIST.

I am sorry also that we won't be seeing each other this summer. I have been wanting very much to meet your Dorothy. A friend of mine from the Illinois State Normal University Library and I had planned to spend our vacations following A.L.A. wandering about in New England, but my long illness of last winter makes that impossible for me. But next year I hope I can get to my beloved New England again, and then you will see me.

The last Harvard Library Bulletin came a few days ago and I read it with interest. Most of those staff bulletins are deadly affairs, but yours is very lively and I heartily congratulate the editor!

Sincerely,

896 No. Kentucky St.
Arlington, Va.
1 September 1948.

Dear Miss Norton:

Herewith is the corrected proof for the October issue of *The American Archivist*.

My estimate of six pages was based on smaller type. Did you intend to have this set in this larger type?

I have no objection to publication of all of this material in one issue, because there will still be plenty of material for December.

If any must be cut or delayed, I would think that discussion of reels and rolls is the least significant.

Yours hurriedly

Daniel F. Noll.

- URGENT -

896 No. Kentucky Street
2 September 1948

Miss Margaret C. Norton,
1105 South Second Street,
Springfield, Illinois

Dear Miss Norton:

I have one more correction for the galley proofs of the
October issue.

Fourth line from the beginning of the article reads:

"These are the records of a STAGE agency, now defunct, . .

Please change this to read . . . STATE agency . . .

Yours hurriedly,

A handwritten signature in cursive script that reads "Daniel F. Noll".

Daniel F. Noll

Springfield, Ill.
September 17, 1948

Mr. Daniel F. Noll
896 N. Kentuckt Street
Arlington, Va.

Dear Mr. Noll:

Thank you for the corrections on proof for your column. This time I have had to divide it in order to get every thing within the 96 pages. I made a mistake in marking copy for size of print. I had intended the smaller print but this time it was cheaper to let it go through than to have to have type reset.

Sincerely,

MARGARET C. NORTON

MCN;mw

University of Saskatchewan

Saskatoon, Saskatchewan

DEPARTMENT OF HISTORY

221 Douglas Road, Chappaqua, N.Y.

20.9.48.

Dear Miss Norton;

I am enclosing herewith the proof of ARCHIVES IN CANADA. I should like you to note that I am not now the Archivist of the Province of Saskatchewan, having resigned that office as of July 1st this year. The present Acting Archivist is Mr. Lewis Thomas, M.A.

Thanking you for your courtesy in sending me the galley proof I beg to remain

Yours sincerely ,

Geoff. Simpson

University of Saskatchewan

Saskatoon, Saskatchewan

DEPARTMENT OF HISTORY

221 Douglas Road, Chappaqua, N.Y.

Oct. 22nd, 1948.

Miss Margaret Norton ,

Archives Department, Illinois State Library,

Springfield, Illinois.

Dear Miss Norton;

Many thanks for your note of Oct. 13th. I am sorry if I left you a bit confused. You were correct in deducing that although I had resigned as Provincial Archivist I was still connected with the University of Saskatchewan . The ¹exp~~an~~ation of the New York address lies in the fact that I have been granted a year's leave-of-absence from the University in order to do some research work. I expect to be in the New York area till next May.

With kind regards

Yours sincerely ,

George Simpson

Springfield, Ill.
Oct. 13, 1948

Dr. George W. Simpson
221 Douglas Rd.
Chappaqua, N. Y.

Dear Mr. Simpson:

Thank you for returning proof on your article entitled Archives in Canada. In accordance with your suggestion, I changed your title to "University of Saskatchewan," assuming that you are continuing with the Department of History there, although your New York address confuses me. I had not heard of your resignation as archivist.

Sincerely,

MCN:mw

set 48

July 17, 1948

Mr. Lester W. Smith
The National Archives
Washington 25, D.C.

Dear Mr. Smith:

It has suddenly occurred to me that when you took over the chairmanship of the Society's Bibliographical Committee you might not have been told that the deadline for copy for the annual "Writings on Archives and Manuscripts" is August first. As we are starting with a new printer for the October number, I am very anxious to getting him accustomed to getting out the magazine on time. I can, if absolutely necessary, send the rest of the magazine off without this, but because we have to keep within the 96 pages on account of costs, I have to know how much space to allow. Last year's article took 20 pages. If you can get copy to me on time fine; it cannot be delayed beyond August 15 in any event. In case you are not going to be able to make the deadline, please let me know so that I can plan to use the space otherwise. I don't want to delay publication until the January issue if we can possibly prevent it.

Sincerely,

W. J. C. Martin



The National Archives

Washington, D. C.

July 28, 1948

Miss Margaret C. Norton
Editor, The American Archivist
Illinois State Library
Archives Department
Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of July 17. I have delayed answering it until I could give you some definite information.

I feel that I can make the August 15 deadline. I am compiling the "Writings" alone this year, and the operation has been complicated by the unanticipated extended absence of two members of the Library staff, in addition to that of Mrs. Lethbridge, which has required that a good deal of my own time the past six weeks has been spent on Library business. Miss Walden, whom I want to type the list since she knows my handwriting, has been ill the past six weeks, and I was not sure that she would be in shape to do any overtime work on the list. However, she has just returned and will be able to begin typing the list on her own time in short installments.

I shall let you know by August 1 the number of items and the approximate length of the "Writings" and shall have the copy to you by August 15.

Sincerely yours,

For W. Smith



The National Archives

Washington 25, D. C.

August 15, 1948

Miss Margaret C. Norton
Editor, The American Archivist
Illinois State Library
Archives Department
Springfield, Illinois

Dear Miss Norton:

Despite the all-out efforts of all concerned I am unable to despatch copy for the "Writings" to you tonight. It will go into the mails tomorrow night and should reach you Tuesday. It will run to 350 items.

I am very sorry for this delay and hope it has not inconvenienced you too much.

Sincerely yours,

Leslie W. Smith





The National Archives

Washington 25, D. C.



August 18, 1948

Miss Margaret C. Norton
Editor, The American Archivist
Illinois State Library
Archives Department
Springfield, Illinois

Dear Miss Norton:

The "Writings" went off to you yesterday by special delivery.
I hope they reach you in good shape.

Sincerely yours,

Letta W. Smith

August 20, 1948

Mr. Lester W. Smith
The National Archives
Washington 25, D.C.

Dear Mr. Smith:

Your copy arrived yesterday afternoon and I have already sent it on to the printer. I won't say that getting the copy so late did not add to the editor's burdens of trying to figure space as closely as I have to do, but I appreciate the difficulties under which you compiled it, and forgive you. Copy looked very clean as printers would say - that is, well proof read, so I think it will come out all right. We are using a new printer beginning with the October number, so I don't know how easy it will be to catch all typographical errors. Galley proof will be sent to you.

Sincerely,

THE AMERICAN ARCHIVIST

CHANGE OF PUBLISHER

1948

(THIS FILE IS FROM THE SOCIETY OF AMERICAN
ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE
UNIVERSITY OF WISCONSIN ARCHIVES, MADISON -
RECORD SERIES 200/7/2 - Box 1, FILE 13.)



The National Archives

Washington, D. C.

July 7, 1948

Miss Margaret C. Norton,
Managing Editor
Archives Department
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

Upon my return from my vacation, I was met with two unpleasant surprises. The first was a notice tacked to my front door calling me to appear for jury duty at the circuit court; the second was your letter of June 3 announcing the fact that the Banta Company has terminated our contract to publish the American Archivist.

I hope that by the time this reaches you a new publisher will have been secured. Otherwise I am afraid I have little to offer you by way of helpful suggestion. I can think at the moment of but four possibilities. (1) Through Dr. Crittenden could the North Carolina University Press be prevailed upon to take up the job? (2) Dr. Buck mentioned one time a possibility of obtaining the services of the Waverly Press in Baltimore. They publish Agricultural History. (3) Perhaps Julian Boyd could help us get a contract from the Princeton University Press. (4) Phil Brooks says that at one time the Lancaster Press in Lancaster, Pennsylvania was a possibility. Perhaps they might be contacted again.

I notice that Banta does not want to print the October issue. If it should appear that we will not have a publisher in time to get that number out on time, perhaps I can pull a few strings for you with the Banta Press to get them to carry us along through October. The Treasurer of the Banta Company is a fraternity brother of mine and it may be that a letter from me would do the trick. I don't want to do this, however, unless there is no other alternative.

I am sorry that I was not able to get this letter to you earlier.

Sincerely yours,

Karl L. Trever

Karl L. Trever



P.S. You will be interested to know that our news editor, Mary Jane Lethridge, has just met an important deadline! Monday she had a 9 lb. 3 oz. girl to be named Catherine.

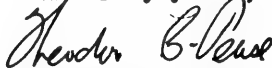
UNIVERSITY OF ILLINOIS
DEPARTMENT OF HISTORY
URBANA, ILLINOIS
12 July 1948

Miss Margaret C. Norton
Archives Library
Secretary of State
Springfield, Illinois

Dear Miss Norton:

I find that Director Schramm, to whom
I referred your letter, was out of town and
will not return until early August. As soon
as I hear from him I will let you know.

Sincerely yours,



Theodore C. Pease
Head Department of
History

TCP:eip

July 21, 1948

Dr. Karl L. Trever
The National Archives
Washington 25, D.C.

Dear Mr. Trever:

Thank you for your offer to see what you could do towards getting Banta to do the October number for us. Perhaps that would have been the sensible thing to do, since Lester and some of the others think we ought to have more than one bidder, and especially suggest the William Byrd Press. However, no other publisher has shown any interest so far. I suspect for the very reason that Banta gave for turning us down - namely, that a magazine which prints so few copies as we do creates an improper balance between press work and composition, and is therefore unprofitable since composition is the more expensive of the two items.

I am therefore accepting the offer of the Torch Press of Cedar Rapids, Iowa. They have always published the Mississippi Valley Historical Review and are highly recommended by Bertha Josephson who was associate editor for many years. She says their press work is superb from the proof reading angle.

Probably the Banta people expected us to eat humble pie and get down on our knees to them, so I was glad to be able to tell them that we had got someone else.

It is unfortunate to be tying down the new editor, but I have three more numbers to get out and the new man will have enough worries with his first number without having to find a printer. Banta has been very slow with the first number, copy for which they received May 10th. I just got back page proof last week-end, and got it right back to them Monday. I hate to lose them, but I do think they gave us a rather raw deal with such short notice.

Thanks for your suggestions. I was also glad to heard about Mrs. Lethbridge's daughter from you. Otherwise I would not know about it yet.

Sincerely,

August 2, 1948

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Re: FOREIGN ECONOMIC POLICIES

Dear Miss Norton:

Several weeks ago, Mr. Cappon called us to ask whether or not we would be in a position to handle the printing of the AMERICAN ARCHIVIST. We told him then that we were planning to move our plant to new quarters about January 1st, and that for that reason we hesitated to make any definite commitments on additional work for the immediate future. We did say, however, that we would be glad to handle the next issue which we understand would be ready for the printer sometime the latter part of August of the first part of September.

The thought we had in mind was that it would enable you to complete your present volume while you and we considered the question of prices, schedules, paper, etc., for a new contract. It is possible of course, that your present printer has agreed to carry on through Number 4 of Volume XI. That would certainly seem desirable.

If you are still interested and will give us the complete specifications, we will gladly send you a quotation based upon one issue and the full volume.

In case you do not know our organization, we handle book work for E. P. Dutton, Henry Holt, University of North Carolina Press, Harvard University Press, Carnegie Institution, Columbia University, National Education Association, and a number of similar firms and organizations. Among our fifty odd periodicals are Teachers College Record, American Historical Review, Virginia Quarterly, William and Mary Quarterly, Journal of Nervous and Mental Diseases, Duke Mathematical Journal, Brown University Journal of Applied Mathematics. We cite the above to enable you to place us in the category we feel we properly occupy. Difficult careful work makes up a good percentage

Miss Margaret C. Norton

of our present volume. We feel positive that we could handle your Quarterly satisfactorily if we find it possible to handle it at all.

Many thanks for the opportunity of discussing it with you and we hope it will be possible for us to work out an agreeable schedule.

Sincerely yours,

THE WILLIAM BYRD PRESS, INC.

Willis A. Shell, Jr.

WAS:es

cc: Mr. Lester Cappon

August 4, 1948

Mr. Willis A. Shell, Jr.
The William Byrd Press, Inc.
Richmond, Virginia.

Dear Mr. Shell:

In the confusion caused by the sudden decision of our former publisher that he could not renew his contract with us, Lester Cappon and I seem to have got our wires crossed. Several persons immediately suggested the William Byrd Press as a publisher sure to give satisfaction. Because Dr. Cappon was a friend of yours I accepted his offer to contact you. Meantime a publisher friend of mine here, Mr. Thomas, told me that you had turned him down on a new medical journal and he did not think you could take on more work. It was my understanding that Dr. Cappon had told you to write me first, so I have waited to hear from you.

In order to get out in October, The AMERICAN ARCHIVIST had to go to press on August first, not September first as you were informed. Since I had not heard anything definite from you, it seemed best, therefore to accept the offer already on my desk for publication by the Torch Press of Cedar Rapids, Iowa, publisher of The Mississippi Valley Historical Review and other magazines with which I was familiar.

I go out of office as editor next April and do not wish to bind my successor in his choice of publisher. It may well be that the new man will want to make a change, and if so, I hope you will bear us in mind and give favorable consideration to us again.

Thank you very much for your interest.

Sincerely,

THE WILLIAM BYRD PRESS, INC.

PRINTERS—PUBLISHERS

CATALOGS AND
PERIODICALS

BOOK WORK AND
JOB PRINTING

RICHMOND, VIRGINIA

August 6, 1948

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of August 4th. I am sorry that there was a misunderstanding, but admit we are relieved not to have to undertake the printing of a new publication for October delivery.

In case your new editor should want to discuss the possibility of our printing the AMERICAN ARCHIVIST we will be delighted to hear from him.

Thank you for your expressed confidence in our firm.

Sincerely yours,

THE WILLIAM BYRD PRESS, INC.


W. A. Shell, Jr.

WAS:es



August 10, 1948

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

On my return to Urbana I find your letter to Dr. Pease concerning The American Archivist. Dr. Pease sent it to me, knowing how much interested we are in the field of periodical publication and also realizing how much we would like to be of help to the State Library and similar Illinois organizations.

And I wish I could tell you now that we were in a position to take on The American Archivist. However, our presses are so overcrowded that we are compelled to send out a considerable part of the University's publishing. Until we get new quarters and space to install additional equipment we do not dare think of undertaking a new periodical.

My experience with the Torch Press has always been satisfactory. You will find that their prices are not far from the Pantagraph Publishing Company of Bloomington, Illinois, which also does good work.

If we can be of any help to you in any respect except actual publication, we shall be glad to do all we can.

Sincerely yours,

A handwritten signature in cursive script, reading 'Wilbur Schramm'.

Wilbur Schramm

August 18, 1948

Mr. Wilbur Schramm
University Press
University of Illinois
Urbana, Illinois.

Dear Mr. Schramm:

Thank you for your letter in regards to publishing the AMERICAN ARCHIVIST. Professor Pease misinterpreted the purpose of the latter. I knew you were not in a position to do printing for us. When I took over the editorship of this periodical from him several years ago, the question arose as to whether to continue with the same publisher. At that time Professor Pease remarked that if we ever did drop our contract, please to let the University know about it, so they could try to get Banta to do work for them. The reason given for dropping us was that our small edition threw out the necessary balance between press work and compilation. I thought perhaps you would be interested in trying to replace us with them. We have been able to make a satisfactory contract with the Torch Press.

News of the sudden death of Professor Pease after the funeral, came as a great shock to me. We have been friends since 1912 and Marguerite and I since 1922. He has been at the University for so long that I suppose he has become an institution there.

Sincerely,

SOCIETY OF AMERICAN ARCHIVISTS--COMMITTEE ON RECORDS ADMINISTRATION,
1948-1949

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25 D. C.

ADDRESS COMMUNICATIONS TO
LESTER J. CAPPON, SECRETARY
P. O. BOX
WILLIAMSBURG, VIRGINIA

210 W. Alexandria Avenue
Alexandria, Virginia
October 5, 1948

To the Members of the Committee on Records Administration:

This will be more of a surprise to you than it should, as your chairman has not been generous with information on his progress. By way of explanation, I enclose a copy of a letter written to Mr. Crittenden last November. The initial job is now done in the form of the attached draft. Most of you know a good deal of the history of the project for a pamphlet (except perhaps Miss Becker, though I think I explained it to her when we should have been looking at Colorado scenery on the train from Glenwood Springs to Denver last year).

The publications chief of the Public Administration Service asked me a long time ago to write a bulletin on principles of records administration that would be applicable to state, county, municipal, and local government. It has always struck me as a job of defining common denominators in records administration. I asked that it be set up as a committee project of the Society, so that the knowledge of persons with actual experience in state and local records administration could be brought to bear (since then I've seen something of local administration myself in the affairs of this city).

The project went through some changes in plan and direction (see if necessary the Secretary's and committee chairman's reports in The American Archivist for January, 1946, 1947, and 1948). Late this spring Mr. Symons of the Public Administration Service was in Washington again, and told me he was still very much interested in the project and hoped for its completion; also that, while he hoped he could get a bulletin on this subject and another more detailed on the establishment of a state public records office, he would like the general one on records administration first. Perhaps I should say here that PAS publication has always appealed to me as very desirable, since it would provide the costs of publication, would take advantage of the PAS broad circulation list and its affiliation with such organizations as the Council of Governors, and would still give the Society recognition.

This draft is sent to you for candid comment. Please view it critically for construction, composition, soundness, examples (more could well be added), accuracy of statements, and completeness of major points. I hope in doing so you will keep in mind the fact that if it is to be of broad usefulness it must be simple - not for simple minds but for non-specialists; that it must be an outline of basic elements and not an operating manual; and that it should be readable.


The draft is in a sense a test of my belief that there are common denominators; and that while many of the principles have been developed in our records administration program in Washington they are still applicable elsewhere. You won't find more than one or two citations of experience in the Federal Government, because I'm convinced that despite the soundness of the principles actual examples of Federal records problems aren't always helpful in the states. The volume problem here is on a different scale from almost everywhere else except in the few biggest states, and some of the most important Federal Government functions don't exist elsewhere.

I'm sending a copy of the draft for comment to Miss Horton, who would have been on the committee but for even more important positions in the Society, and who has been most helpful, even though she hasn't seen a draft before. I'm also sending one to Mr. Symms, of the PAE, not for editing at this stage but to get his general reaction.

Idea in the draft come from everywhere, both in experience and in writing - there are undoubtedly other ideas that you will want to insert. I've drawn on the 1938 Public Archives Commission pamphlet, on Miss Horton's articles, Miss Chatfield's articles and oral statements, on writings of and conversations with Mr. Eddy and Mr. Flick and what few conversations I've been fortunate enough to have with Miss Becker. My own ideas are centered most heavily in the sections on evaluation and retention, and especially in the pervasive concept of the integrated sequence constituting the life history of records.

Please put down your frank comments and your constructive suggestions. The draft could stand being lengthened somewhat if material needs to be added. I shall be glad to hear from you, and hope especially to see all of you at the meeting in Raleigh the last of this month. Let's try to have a committee session there.

Very cordially,


Philip C. Brooks, Chairman
Committee on Records Administration

11/4/47

Mr. Christopher Crittenden
Director, Department of Archives and History
Raleigh, North Carolina

Dear Chris:

Many thanks for your letter of October 31 and for the patience and confidence you manifest in asking me again to take over a job on which I have been pretty nonproductive for several years. I am willing to accept the chairmanship on the Committee on Records Administration and earnestly hope that we can make headway in the coming months. I am grateful for Henry's forbearance. While I want to reiterate my belief in the value of an operating manual for the establishment of a state public records office, it does seem most practicable for us to proceed with the bulletin on records administration principles separately and that is the understanding with which I again take over the project.

A writing job, as we all know, has to be done largely by one person unless it is to be a sort of symposium and for our present purpose I believe that one integrated bulletin will be the most meaningful to our intended audience. That audience as Mr. Symons, of the Public Administration Service, and I see it is a wide range of public officials—generally not experienced records administrators—in state, municipal and local governments.

The thought that one person will have to do the spade work of writing is largely a matter of procedure. We shall seriously need the counsel of other persons and I would like to have them designated as members of the committee to assist in planning and to give active, critical review to whatever is drafted. My selections are guided partly by previous service on the committee, and partly by my desire to have several different points of view represented. In addition to the committee members I hope that we can have the free and candid advice of the president of the Society. I hope the following suggestions will be agreeable to you as members of the Committee. I am preparing copies of this letter for them which will be transmitted after they have been appointed.

Helen L. Chatfield, Record Officer, Bureau of the Budget,
(3700 Massachusetts Avenue), Washington, D. C.
Henry H. Eddy, Assistant Director, Department of Archives and
History, Raleigh, North Carolina
Hugh H. Fick, Division of Archives and History, State Education
Department, Albany, New York
Beatrice Decker, Municipal Archivist, 202 City Hall, Portland
Oregon

Very cordially

Philip C. Brooks

Copy to: Dr. Cappon

October 5, 1948

ANNUAL REPORT - COMMITTEE ON RECORDS ADMINISTRATION

A draft has been completed of a pamphlet on principles of records administration designed to interest and guide officials of state, county, municipal, and local government. It has been sent to the committee members for criticism and revision, and a conference on it is planned at the Raleigh meeting. This draft has been prepared in accordance with a plan drawn up some years ago for a pamphlet to be published by the Public Administration Service of Chicago, following a request made to the chairman by the publications chief of the PAS. The cooperation and sponsorship of that organization is most important, as it will provide not only costs of publications but also the broad prestige and circulation lists of the PAS.

The pamphlet is a statement of the essential elements of each step in the life history of records, from creation through current management and evaluation, to retirement by disposal or transfer to archival custody. It is not an operating manual, and could not be in view of the hope to interest an extensive audience composed mostly of non-specialists.

The present chairman of the committee in his annual report in November 1945 stated the hope that the committee could in time "keep informed as to progressive developments in state and local records administration, and assist them in every way possible." Since that time the pamphlet has been the principle activity of the committee. The clearing house function should be considered as a future objective, and should be closely coordinated with activities of the secretary of the Society and those of the National Archives.

Philip C. Brooks, Chairman

NATIONAL SECURITY RESOURCES BOARD
WASHINGTON

PERSONAL

October 7, 1948

Miss Margaret C. Norton
Illinois State Archives
Springfield

Dear Margaret:

Enclosed is a draft of a bulletin, or pamphlet, that you've heard about in prospect for a good many years. Whether I got just too tired of having it hang over me or whether my new job by its nature whetted my interest in the project I don't know, probably both. Anyway, I still think it is greatly needed, the Public Administration Service still wants to publish it, and the draft is now complete. As indicated in my letter to the committee members - Chatfield, Flick, Eddy, and Decker - the draft probably needs a lot of working over, but it's something to shoot at.

In view of your preeminent competence in the field of the pamphlet and your interest, which has helped encourage me to keep this project alive, I am taking the liberty of sending you this draft for comment. If you are very busy, as I fear is usual, and haven't time to go over it in any detail that will be understood. Any review and any comment you feel that you can give, however small will be most useful.

I hope to have an actual meeting of the committee at the Raleigh session, and would be pleased to have you meet with us if it proves convenient. Perhaps for the next year if the committee remains intact as is we can get you added to it - I would like very much to do so.

We look forward to seeing you at Raleigh.

Very cordially


Philip C. Brooks

Draft by Philip C. Brooks: September 1948

Title page:

RECORDS ADMINISTRATION IN PUBLIC SERVICE

A Pamphlet for State and Local Government

Prepared by

The Committee on Records Administration

The Society of American Archivists

**Published by the Public Administration Service
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Inside front cover:

**THE SOCIETY OF AMERICAN ARCHIVISTS
Committee on Records Administration**

**Helen L. Chatfield, Record Officer
Bureau of the Budget
Washington, D. C.**

**Beatrice Decker, Municipal Archivist
Portland, Oregon**

**Henry H. Eddy, State Archivist
Harrisburg, Pennsylvania**

**Hugh M. Flick, State Archivist
Albany, New York**

**Philip C. Brooks, Records Officer
National Security Resources Board
Washington, D. C. - - Chairman**

Draft: Brooks: September 1948

RECORDS ADMINISTRATION IN PUBLIC SERVICE
A Bulletin for State and Local Government

I. INTRODUCTION

Every public official creates and uses records. They are vital to his work and they protect his interests as well as those of the citizens of his state, county, city, or town. Yet records often get in his way because of their bulk, are so disordered that he cannot use them, and are so unprotected that they are lost or go to pieces. Post-war reconversion and peacetime progress have brought need and opportunity for improvements in government administration, in which records must be so managed as to aid the administrator instead of being a problem to him. This pamphlet is designed to give the public official an outline of what he should know and do about the taxpayers' investment in records.

Importance of Records Administration

Creation and maintenance of proper records are the means by which public officials in a democracy are accountable to the people. Records are the tools of administration, the memory of an organization, the embodiment of accumulated experience, the protectors of legal rights, and the sources of manifold kinds of information to which the public is entitled. They are usually taken for granted as they are produced, but merit serious attention if effective government is to be realized.

Two major developments in modern government have given records administration increased importance. One is the growing recognition of need for administrators to use records in studying precedents to guide their work, in establishing and protecting legal rights of citizens, and in a wide variety of research to improve the quality of administration. The other development is the increase of volume by mechanical devices for creation of records and by the broadening scope of governmental activities.

Control, protection, and effective utilization of these ever-growing quantities has made records administration an important phase of public administration as a whole. While in most local offices, and offices within agencies of larger governments, records handling is a subsidiary part of the work of administrators and clerks, in many municipal, state, and national units full time personnel have been found necessary to deal with it. In any case the employment of intelligent, well-trained personnel is vital to good records administration - it is not something for untrained recipients of favor or for incompetents who have failed elsewhere. The essential principles are the same at all levels of government, and this pamphlet is intended to explain them. It is not, however, a detailed operating manual.

What kind of forms should be devised for this new kind of license application? How many copies of it should be made in each case? Should the applications be filed alphabetically, chronologically, or some other way? How long should they be kept in current files after the licenses are issued? Will they have to be kept at hand to protect the government against claims? If so, should they be microfilmed? Do they have research or other value that warrants their indefinite retention? These are practical questions of the sort any public official may meet. He may find new problems that require new answers. Or he may find that in work he has been doing for years new shortcuts or devices will save him time and the taxpayers money. No uniform solutions can be found that will suit all offices. But this pamphlet sets forth a pattern that is generally adaptable.

What are Records?

As now generally used in government, the word "records" refers to written items used in public business or created for the purpose of serving as evidence of transactions--the everyday working files of government plus the more formal reports, legal documents and other materials prepared to narrate or testify to

what has been done. No definition can be simple or complete, but most legal definitions emphasize that records are (1) of various physical types including papers, books (except library material), maps, still or motion photographic films and prints, and sound recordings; (2) created or received in the normal course of public business; (3) filed or intended to be preserved as evidence of transactions or for their informational value.

Unique copies are usually meant, not supplies of items printed or processed for general distribution. Master files of these in the producing office, however, may be regarded as records. Two or more copies of the same document may be records because they are used and filed in different offices. But copies, usually carbons, sent to an office for information and some ephemeral material may at the discretion of the administrator be discarded without ever being filed as records.

This definition is broader than that used in some state laws to define those "public records" that must be open to inspection. On the other hand it is less broad than the concept of any means of preserving human information, or of "the record" as the total evidence of activity. It is a practical definition covering the materials accumulating in public offices in relation to the purpose their creation and to their ultimate use.

Records as used in this definition may be, for examples, files of correspondence, inter-office memoranda, fiscal ledgers, vouchers, personnel files, marriage registers, title or tract books, clinical files of hospitals, photographs of progress of construction jobs, maps, negatives and master prints of motion pictures produced by government agencies, or a wide variety of other materials.

Calling these records does not mean that all of them have to be retained. They are records even if they serve only a short time. The selection of these to be kept indefinitely is a different phase of records administration from the definition, and a most challenging one.

Causes of Growth

The rate of accumulation of records has risen amazingly, and for other reasons than simply the increase of the population concerned. Mechanical developments in the twentieth century, notably wide adoption of the typewriter, carbon paper, and folders for vertical filing, have been prime factors. With the typewriter more records can be made in the same number of working hours, and procedure planners have naturally thought more about creating documents to meet every conceivable use than they have about the dangers of crowding the files. Carbon paper made it possible to produce many copies of the same document for different people to see, with such ease that the making of excessive quantities is quite normal. Vertical filing schemes made it easy to file away any papers that came into an administrators' hands, and their number contributed to the growth of highly complex filing schemes. All these devices caused a trend away from entering records into books, or binding sheets together in book form. Naturally masses of loose papers could accumulate easier. It has not been hard for them to get out of control, and to be wrapped up and forgotten. File supervisors have nothing to say about records creation, have had their eyes on the job of producing files to meet all possible current needs, and have given all too little attention to eventual reduction of volume.

The jobs to be done by these records have constantly grown, meanwhile, with new kinds of taxation, motor vehicle licensing and control, unemployment and old age benefits, scientific crime detection and punishment, public care for health, and innumerable other new phases of governmental activity in state, county, municipal, and local fields. Many of the new kinds of records series have been big ones, for these measures of government benefit and control the lives of increasing portions of the citizenry. Mr. John Smith is likely to have a file involving his interests in each of a dozen different state, county, city and town offices.

The rate of growth varies. Wars, depressions, and other catastrophes bring peak loads. In war-time civilian defense, selective service, production controls, labor activities, housing problems, and many other activities produce voluminous records. World War II was different from World War I chiefly in that it was bigger and government operations touched the lives of more of our people. Economic depressions bring relief and increased welfare activities that produce more records.

State officials, city managers, county commissioners, and their colleagues need to remember that every new tax plan, new institution, or new control program will pile up new bodies of records. The cost of creating, using, maintaining and retiring these records must be realized and plans made so that they will be most useful and will be kept only in minimum volume.

Steps in Good Records Administration

There are five phases of good records administration that will form the skeleton of this bulletin. Attention to them as phases of an integrated process will make for efficient and economical operations and will protect the interests of the government, the taxpayers, and the historians: 1. Control of creation of records; 2. Effective handling while records are in current use; 3. Wise selection for disposal and retention; 4. Prompt disposal of those that are no longer valuable; and 5. Effective archival administration of those that are to be retained. Over and above all these is the need for sound planning, for competent personnel to do records work, and for adequate authority and resources given them to do the job.

II. CONTROLLED CREATION

The best way to visualize the records problem is to think of the life history of records. At every step from creation through utilization to ultimate disposal or retention intelligent care is needed. Take the matter of creation. Records cost money, for paper, ink, typewriters or other machines, space, filing equipment,

and most of all for personnel to handle them. This is one reason for creating only a minimum quantity and those well planned. But there is another, deeper reason. Records are useful for the information they contain. Administrators and ultimately historians or other research users naturally want to get at the essential information promptly, without having to wade through great quantities of ephemera or disorderly files. Thus at the very earliest step, and constantly from there on, one must consider the use to which records will eventually be put.

Administrative Planning

Well controlled creation involves (1) orderly administration in general; (2) sound, purposeful plans for all records created; (3) effective use of materials. A well organised serviceable file is always a sign of efficient general administration, and the reverse is usually true. Clear cut organisation of an office, with the functions of each unit well defined and without overlapping duties, allows clear cut planning and control of records.

The administrator must determine in the first ^{place} what is to be the record of any activity. How much information must be set down for the use of others involved in each transaction, how much as evidence of his own acts, and how much for future reference? This decision cannot well be left to a secretary or file clerk no matter how competent he may be.

Each type of record must be designed to serve a worthwhile purpose, either to convey information from one person to another, or solely to preserve information for future reference. Its passage through administrative channels, even in a small office, must follow a clear cut pattern designed best to serve the initial purpose. It is a maxim of good administration that an office should be in such order that if an official or employee should suddenly die his successor would be able to take over and understand his operations without delay. That means easily understood files, records well identified, and each step in action clearly stated. Records have been aptly called the memory of an organisation, for even if an

official does not die, his own memory fades so rapidly that a year hence he cannot produce precise enough details on which to carry out a transaction begun today.

For these reasons every paper, map, book, film, or other record should be identified by author, subject, place, and date. And each addition, approval, or other action should be similarly identified. Thus when a letter is answered that fact should be noted by word or symbol on the letter; when a memorandum is approved that should be shown by signature and date; and when a paper is ready for filing that should be shown at least by code symbol or initial. An important matter frequently overlooked is the identification, especially by name of author, of carbons of outgoing letters. Whenever several copies are made those that are record or "file copies" should be clearly indicated.

Forms and Form Letters

Many steps in recording information can be saved by careful use of forms and form letters. But forms without adequate identification can be confusing. Forms design and correspondence planning are both management fields in themselves, but the essentials are clear to anyone. Forms should be designed for easy filling-in, whether it be by hand or by machine; for creation of the least essential number of copies; for size and format best suited to office procedures and filing equipment; for clear understanding; and for prompt segregation and disposal of those of temporary value. Any office, however small, can well analyze its forms with these objectives in mind. And any office can work best with clear written instructions available for the use of each form.

Correspondence, especially in a large office, should be so managed that time is spent on giving only important information, that form letters are used for frequent mailings of similar information, that the least necessary number of copies is made, and that the life history of each copy is foreseen in advance. Correspondence can be the most difficult material to handle in filing, especially when subjects are confused without clear definition.

Materials and Facilities

Selection of materials and ^{of} record making machines is a vital element in creation, and has definite bearing of the current and future use of records. Many state governments have for years recognized this by laws requiring that specified qualities of paper and inks be used for records that will have enduring legal value, such as deed books, assessment lists, and marriage registers. The same rules can be applied to important correspondence, registers, reports and other documents the value of which can be readily foreseen.

Economy also requires that work sheets, requisitions, and memoranda of transitory value be put on sulphite or other inexpensive paper. Likewise carbon paper and other materials should be of quality suited to the need.

Use of materials often involves the actual method of recording. Not only must one choose appropriate paper for records made in longhand or on the typewriter, but modern methods have brought more complex problems. Many county recorders have found it more economical and accurate to record deeds by photographic means than by longhand or typed copies. Likewise clerks and others working with large name files often find tabulating punch cards useful for indexes as well as for statistical analysis. Each such new method adopted raises questions of equipment, filing arrangement, utilization, and means of making additional copies. One must weight carefully the various commercial offerings.

All these decisions depend on the attention given to what is worth recording in the first place, how the records will be used, and how long the administrator and the research worker will need them. The decisions should be made systematically and themselves recorded by means of a manual of procedure, so that employees can follow the rules consistently and so that administrators will not have to judge the same problems repeatedly.

III. CURRENT RECORDS MANAGEMENT

Records of all kinds must be so arranged and kept in such condition that

can be readily used. They must be protected against all hazards. Personnel and procedures must be provided to give reference service on them. And means must be provided to make copies when needed. These requirements involve a number of practical considerations.

Authority over Records Control

In offices staffed by more than two or three persons current records are usually under the immediate supervision of someone other than the official who makes the decisions about their creation. At this stage persons are likely to enter the picture who spend much or most of their time on records. This accentuates the need for competent personnel with clear cut written instructions, and for cooperation between the administrator and the file supervisor. The official does not need to know details of filing, but he does need to know the general plan of the files. The file supervisor on the other hand, needs to know as much as possible about the functions of the office in addition to filing techniques. The larger the office the more involved the problems and the more the file supervisor becomes an administrator in his own field.

Authority over current records is not usually limited to the office or department possessing them. In county and especially state governments controls are often established by laws and by the regulations of agencies dealing with such matters as personnel and finance. The widely varying requirements cannot be detailed in this pamphlet, but the official and the file supervisor must learn them. Laws governing records frequently require that certain series be kept in protective equipment; they define which records must be open to public inspection and which kept in confidence; and they require that records be kept in adequate condition. These are matters on which the attorney general, corporation counsel, or other such official can advise administrators and records officers.

State and local civil service commissions usually establish standard employment procedures which require use of certain forms and retention of certain

records for the protection of individual and government rights. Likewise finance and auditing agencies prescribe certain forms for orders, vouchers, and accounts, and maintenance of specified files open to their inspection. The same may be true of the central procurement office and several other agencies responsible for "housekeeping" functions.

Filing Methods

The filing of records usually involves decisions as to arrangement, or classification, and as to facilities. These matters depend basically on analysis of the functions of the office, the kinds of records to be filed, and the reference needs to be served. Here again the administrator and the file supervisor can best work together.

Filing schemes must represent the organization and main functions of the office. In that way they constitute the most accurate evidence of operations, and that is the way in which reference is most likely to be made to the files. Thus in most offices one part of the general files will deal with administrative matters including organization, policies, and housekeeping activities - the activities that are necessary to keep any organization going. Other parts, constituting the bulk of the files, will be arranged by major functions, constituting the end result which the agency was set up to achieve. Aside from general files such as these, many kinds of special files will be arranged in comparatively large series by name, number or some other order according to their kind and their probable use. From the myriad schemes available in books and commercial offerings one must choose carefully in relation to basic purpose.

Development of patented file schemes and devices in recent years has brought undue emphasis on the mechanics of classification schemes, especially the symbols. This deflects attention from subject analysis, results in over-complex coding, and leads to rigid schemes that cannot easily be expanded. Symbols are essential tools, and must be developed efficiently. But choice of a file scheme rests on

the basic classification of subjects dealt with in the functions of the organisation.

Schemes and the symbols used in them should be as simple as possible. A correspondence file to which only a few items are added daily can well be organised by a simple alphabetic subject scheme. A file of a hundred thousand applications for licenses, on the other hand, may have to be subdivided by geographical areas, or the whole put into an alphabetic name series with phonetic groupings. One would not enter rapidly growing series of items into blank books with fixed spaces provided for letters in the alphabet, because he could not foresee the amount of space needed for any given letter. The same is true of a rigid scheme for filing correspondence. These are but examples of problems in selecting filing arrangement.

Decentralized Files

Arguments over centralized versus decentralized files are interminable, and no uniformly applicable settlement can be stated. The majority of county and city offices will have no problem on this score. But in large counties and cities, and especially in state departments, questions will arise over the growth of diverse uncontrolled file units within the same organization. Efficient operations demand that files be kept close enough to working offices to be readily accessible. On the other hand completeness of the record, economy of filing personnel and equipment, and efficiency of reference service argue for centralized control.

The best solution to the problem is that beyond the point where one central file adequately serves an organization, it should have decentralized files with centralized control. Decentralized files mean a separate file room for each unit of an organization which is substantially autonomous in operation, has functions unique to it, and has adequate facilities for taking care of the records. Physical location is important, as offices in separate buildings will in all

probability require separate files. An effort to bring current records of such offices together into one central file room may have disastrous results. Actual need of files by working offices may result in their simply not sending material despite regulations, thus defeating the purpose of the central file.

Centralized control of decentralized files means that while autonomous units have their own record rooms, the records officer for the whole organization develops filing schemes (in close cooperation with the operating office); trains file personnel (or better actually employs and assigns it); has the right of access and inspection; and keeps running accounts of what series and at what rates the offices are accumulating. Decentralized records thus controlled will best serve the needs of the whole agency, can be most economically managed, and will best fit into an integrated records retirement program.

Filing Equipment

In selection of equipment officials are often torn between economy and the attractiveness of new devices. They have a responsibility for proper use of expensive facilities, and yet they must provide what is essential. In fact economical use of filing equipment may be one measure of effective records administration. Furthermore, requests for additional equipment may indicate to the responsible official where uncontrolled records are reaching excessive volume.

Among main principles an important one is that complex equipment should not be used unless there is a specific need for it. Most of the new devices on the market are designed to serve special purposes, and these should be carefully investigated before making purchases. Equipment should fit the need both as to kind of operation and as to physical requirements. For example, the general use of legal sized filing cabinets when most of the material to be filed is letter-sized is wasteful in every way. By the same token boxes into which records do not fit snugly are wasteful and will result damage to the records as well as difficulty of reference service. The placing books that can stand on shelves in

filing cabinets designed for loose papers is a common inefficient practice.

While economy is essential, however, one must remember that personnel costs more than equipment and is more subject to human emotions. It is justly discouraging to competent employees to make them work without proper tools. These are principles of good management everywhere, but peculiarly important in records units because it is common practice to give the worst facilities to the files.

Space

Along with equipment one must consider space, another matter in regard to which the files are often considered last. Space for current records should be close to working offices; that for semi-current records can be more remote and inexpensive but should still not be completely out of reach. Estimates of space needs should be based upon careful analyses of the quantities of records created per year, what portions of them must be kept in an active status, and what their physical forms will be. In large operations space engineers can be of real assistance to records officers, as their knowledge of space calculating methods, of floor loads, and other technical matters is important.

Here again it is vital to consider personnel, for the employees who have just complaint for lack of adequate equipment will be equally unable to work without adequate working space for sorting and other activities, and without adequate light, air, and heat.

Protection

Equipment and space are closely linked to the problems of protection, but this is really a broader subject. It involves protection against normal wear and tear as well as against the more obvious catastrophes, and also control of access to the information contained in records. Like every other step in records administration it is based upon analysis of the records, their purpose of creation, and their value for all conceivable uses. All records need reasonable protection

as assets in which a government has invested part of its resources. But one will recognize certain classes of records as irreplaceable; some containing information that would have to be replaced at all costs if the records were lost; others of high intrinsic or sentimental value but which would not absolutely have to be replaced to keep the government running; and lesser categories of importance. Protective measures must be guided accordingly, a balance always being sought between economy and exercise of maximum caution.

Protection against ordinary wear and tear calls for many simple measures frequently either forgotten or taken for granted. Good housekeeping, use of adequately strong folders or binders, avoidance of unnecessary folding, and care in handling are among these matters of common sense. Recent developments offer additional safeguards well worth investigating, such as laminating valuable or frequently used papers with cellulose acetate foil and the making of photographic copies for daily use to prevent wear of originals.

Among potential casualties the greatest menace is fire. The losses of deed books, marriage registers, wills and other vital records in burned courthouses have been costly beyond estimate, and fire authorities say most such losses are preventable. This is one field in which local officials can find a wealth of advice, chiefly from local fire authorities and from national organizations. The greatest protection comes in fireproof buildings adequately guarded, and in fireproof vaults. Arrangements for separate portions of buildings, if not whole buildings, for records so that special protective measures can be taken is advisable wherever a substantial volume of material is present. Not only fire, but the major related hazards - water damage, shock from explosions, and theft in unguarded hours after a fire - must be thought of.

Vaults, or safe-type filing equipment, come in many degrees of protective construction that need careful analysis by purchasing officials. It is common knowledge that steel cabinets alone may be a greater fire hazard than other

kinds if proper insulation is not had. Costs of protective devices rise greatly with the degree of security, and the most careful planning is warranted. World War II brought an added consciousness of the need of protection, and considerable development in techniques. Future wars are not so remote a possibility as to prevent their being taken into account in planning record space. For whatever purpose combinations of fireproof construction, adequate fire prevention and guarding, and vaults or other protective equipment are better than relying on any one of these measures. In the numerous states where laws exist covering the protection of vital records authoritative information is readily at hand for the local official.

One method of protection widely used recently is the making of security copies. In this field especially the last war emphasized the need. The most common method of making such copies is by microfilm, since it is relatively inexpensive, is easy to move from one place to another, is more accurate than mechanical or longhand copies, and can be easily reproduced. For this as well as for other purposes, however, microfilming must be used cautiously. Preparation of records for filming involves costs that are often several times as great as the cost of the film. Unless records are well arranged and carefully indexed they cannot easily be located on film, and are thus not practicable. Furthermore, the need to certify to the completeness of microfilm offers legal complications, though they are not insurmountable. Direct image photographic prints, made by several processes, are comparatively expensive and space consuming.

Restrictions on Use

Protection against unauthorized access can in many cases be provided by the same measures that guard against physical hazards. Obviously, vital records need to be put in locked equipment to thwart thieves. Protection from persons who may make unlawful use of records requires in addition precise rules as to restrictions and competent personnel to supervise reference use. Records containing

personal information about employees, relief applicants, hospital patients, and other individuals having business with a government may legitimately be considered confidential. Records of legal investigations must often be kept "under wraps" to protect individuals and to avoid jeopardizing prosecution of cases. Business and financial records that might reveal legitimate confidential data about business firms to their competitors may properly be restricted.

Underlying these bases of restrictions, however, is the fundamental principle that government in a democracy is public business. In all cases the assumption should be that records of government are open to the public unless some special reason, such as those cited above, properly rules otherwise. Protection of officials against "administrative embarrassment" is not a legitimate cause for restriction, for the obvious reason that it would cover misfeasance and malfeasance as well as honest errors. Such is the ^{rule} ~~principle~~ of living in the "goldfish bowl" of public service.

Reference Service

The purpose of creating all records is to put down information that may be read at some time. Therefore it behooves whoever has records in his custody at any phase of their life history to make them available to legitimate users. In other words, reference service is the ultimate goal of all records administration. Generally it falls into two categories, the service on current files given by a file room, and the reference service on noncurrent records, frequently more of a research nature, given by an intermediate depository, or an archival agency. The centralization or decentralization of reference service in a large organization is subject to the same arguments as go on over centralization of files themselves, and may be answered on the same basis - the greatest utility consistent with adequate protection of the records.

Certain principles are common to reference service on records wherever it

is performed in government. In the first place, government records belong to the people governed, who have a right to expect their needs to be met. Thus it is up to the custodian to make records available and to provide information or allow inspection of records unless some valid rule prohibits. Unreasonable requests must naturally be declined, and calls that benefit one citizen at substantial expense to the whole body politic. Thus it behooves the custodian to make known publicly the restrictions on access and the regulations governing use of records. Then all citizens will enjoy in practice equal rights to use of an investment which they support by taxes.

The responsibility of an administrator to keep records in good condition and proper arrangement is not only a matter of good administration for his own office. It is part of his duty to the citizens who may have reason to request access. Thus refusal to provide information or allow access on the ground that records are not in good order is an unjustifiable excuse, unless the custodian has made every possible effort to obtain the personnel and facilities necessary for improvement.

In this phase of records administration competent personnel is perhaps more essential than in others. This competence should include technical knowledge of records handling, extensive knowledge of the organization producing the records, detailed familiarity with the materials themselves and the means of finding information in them, ability to deal tactfully with a variety of persons, and the ability to present the results of searches intelligently in oral or written form.

Service on current files is usually for the benefit of administrators in the producing agency, for specific documents or items of information, and for material of quite recent date. This service is usually provided by the same persons who do the initial filing, although in very large offices specialization develops. Thus service on current files is usually only part of an employee's job, and one

closely integrated with the day-by-day operations of the organizations.

Reference service on noncurrent records, however, whether it be in a county recorder's office, a state records office, or elsewhere, is likely to be for a variety of customers, to involve numerous items of information or many related documents, and may deal with quite old material. This intensifies the need for specially trained employees to do this work. The county recorder's assistant who has charge of deed records may serve attorneys with ~~the~~ cases in the county court, engineers planning construction projects, or historians studying the early settlement of the region decades ago. This employee must know the functions of the recorder as they have developed through the years, the records as they have been modified by changes in procedure, the kinds of materials usually significant in court cases, the terms used by engineers in locating and describing property, and something of the varied ways and interests of historians and genealogists. These requirements may be surprising to the official who has to employ such an assistant, but experience will prove them necessary.

In any service on records certain minimum essentials of procedure should be followed. Requests and inquiries should be made clearly and written record of them should be kept, so that the inquirer will get what he asks and the custodian will be protected. Where there are more than two or three calls a day forms should be designed for the making of inquiries, for identifying records charged out from the files, for reminding borrowers of loan regulations, and for statistics of service that will be useful in reporting and preparing budgets. Records charged from files must be clearly identified as such, preferably by attached slips that will not mar the records themselves - though a rubber stamp on all records indicating their legal custody is desirable. Charge cards should, obviously, be placed in the files to indicate the fact that borrowed records are missing. Loans should be for stated periods and promptly recalled when due. Returned records should be ^{replaced in} ~~returned to~~ the files promptly so that they will be

available for further calls. Standard regulations should be made for physical protection of records in use, and like other regulations be publicly posted.

IV. EVALUATION FOR RETENTION AND DISPOSAL

Importance of Evaluation

Valuable records can provide the best service, be most economically administered, and form the best archives for indefinite preservation only if they are clearly identified, segregated from other materials, and given the most careful handling. This imposes a job of selection on every administrator and every records official. Its difficulty varies widely, but there are several basic principles that apply to small or large bodies of records, simple or complex.

Valuable records are usually such for one of two reasons - the actual documents have intrinsic value because of their connection with some important event, person, or period; or ~~otherwise~~ the information contained in the records is important no matter in what form it is preserved. These factors overlap, but the second exists far more frequently than the first.

When are Records Evaluated?

Evaluation takes place at every step in the life history of records. First, in their creation. Plans for the ceremony of signing an inter-state compact, plans for setting up a series of deed record books, plans for recording the proceedings of an important conference all involve the creation of records that will have both intrinsic and informational value. Such materials will naturally be put on good quality paper and carefully handled. It is the expected value of the records that determines the facilities and methods of handling. Conversely, third carbons of memoranda and slips used to note telephone calls received in an official's absence will be put on inexpensive stock because their prospective value will not warrant long retention.

Evaluation takes place in the preferred treatment given valuable records in current management and in physical protection. But it is most evident at the

time when decisions are made as to disposal or retention and the time periods applied to both. These decisions may well be made before the time for disposal or transfer to an archives has arrived - the earlier they are made the better. In small offices where the rate of accumulation is low, or wherever the future use of records is uncertain evaluation may properly be made when the records have become noncurrent in the office which initially uses them. Disposal is not so urgent in most states and counties as it is in large states, in the Federal Government, and in industry. Yet concentration on valuable records and riddance of useless papers is good business in any office.

Who Should Evaluate?

There is no more important or challenging responsibility in records administration than evaluation. It requires knowledge both of the organization that produces the materials and of all the probable uses to which they may be put. It requires an open mind, to recognize the public obligation to preserve records for all legitimate users, and to see beyond the immediate interests of the official in charge at any given time.

This thought raises the question "Who should evaluate records?" The answer is that several persons have important parts in the task. It is not something that can be done properly by a file clerk alone, nor can it be done to best effect by an archivist or historian alone. Special competences of each must be used. The administrator, for example, knows the reason for creating records, the significance of the events they represent, and the extent to which they completely record the events. He is likely to know better than anyone else what legal responsibilities of the government agency are involved. He may have some view as to how important a given set of files would be for the study of administrative precedent. His advice, therefore, must be employed.

The records officer, or the files supervisor, who cares for records while they are still current or semi-current in the producing agency, must usually take

the initiative in evaluation, and has important contributions to it. He knows better than any one official may the relation of given file series to others of the same organization, and especially to series in other agencies of the same government. The file supervisor in the office of a district attorney, for example, should know the relationship of the files on criminal cases kept by the district attorney and by the court in which the same cases are tried. The records officer of a large state agency should know the relationship of the personnel service records in his agency to those of the same employees kept by the state civil service commission.

Furthermore, the records officer or file supervisor knows the actual use made of records in current and semi-current files. He can tell whether a given series has become practically "dead" for administrative purposes, or whether the small number of calls that may be made on it are sufficiently important to warrant retention. And he knows better than the administrative official the technical problems that may be encountered if a certain file is to be retained indefinitely.

The legal authority of a state, county, or municipality should be consulted in many if not all cases before records are disposed of. Many general legal responsibilities of the government to its citizens, and especially the rights of claimants against the government, fall within his special knowledge. This is particularly true, for example, of purchase contracts controlled by general laws and subject to complex statutes of limitation.

But even all these authorities, concerned properly with current responsibilities of administration, cannot reasonably be expected to know all the potential values of records. An archivist, a historical agency official, a private historian, or in lieu of any of these a librarian should contribute perception of intrinsic values of documents, knowledge of research uses in great variety, and historical perspective.

Such a person can best appreciate the significance of a charter, memorial, address, photograph, sound recording, or other item that should be preserved not because of unique information but because that particular document played a part in historic events or was handled by important persons. More important, such an authority should know something of the interests of the government research specialist, the historian, the biographer, the economist, the statistician, the genealogist, and a host of others who have legitimate reason to expect their government to preserve the materials they need.

The archivist, historian, or librarian should also be able to view the values of records from a long-range point of view, fitting the significance of recent events into the sequence of past, present, and future in a manner that assures balance of judgment. He should prevent the careless disposal of correspondence of some major official just because "it's not old enough to be historic," an action which is by no means infrequent. He should likewise contribute to preservation of records containing important information that is not needed presently, but would be in a future depression, war, or other emergency. And he should realize that in years to come records now closed because of confidentiality may be opened, and records now unusable may become so because of technological developments such as those in statistical computation.

Bases of Evaluation

The discussion of who should evaluate has shown that several points of view must be borne in mind. First is the usefulness of records to the agency that creates them, even beyond the period of current use. Many important series must be retained indefinitely by the office where they are created, or at least filed as records, for further administrative use. Deed books are perhaps the most obvious. Although they become quite old and the persons who make any given transactions are long since dead, these records are constantly used in the same

recorder's office where present-day entries are made, for land title searches must go back to the beginning each time. For another example, license application and examination files of examining boards may cease their current usefulness in connection with the licenses when the period covered by each batch of licenses has expired, and the agency will not need to keep them in its custody. But investigations of the persons for special purposes may cause occasional use of such files say three or five years later. Furthermore, for studies of administrative precedent, a new examining board chairman may profitably review the kinds of examinations given and the types of applicants over a period of several years. It is in connection with administrative uses such as these that the judgment of the administrator in evaluation is most valuable.

In a large county, city, or state government the points of view of agencies of that government other than the one creating records must be borne in mind. Reference has already been made to the relationship of personnel service records in an operating agency to those in the state civil service commission. Often the latter may not have all the information it needs in retirement or other cases, and will have an interest in the preservation of service records by the operating agency. In the fiscal field, the central auditing agency usually has regulations for preservation of stated series of ledgers, vouchers, paid checks or warrants, and other records. These are necessary not only in current auditing and settlement of accounts, but also may be used for years in protecting the government against claims cases. In this question of value of one agency's records to other organizations of the government, the judgment of the central control or coordinating offices should be sought.

The point of view of the citizen in a democracy has been mentioned before, and cannot be stressed too heavily. Most of the long-established series of records in county offices are valuable because they contain evidence of the citizen's rights under the law, or of his obligations to society. Thus birth,

marriage, and death records have obvious bearing on citizenship, inheritance, and all the educational and other benefits derived from citizenship. Deed and mortgage records protect his property rights. Election registers protect his right to participate in government. Tax returns record the meeting of certain obligations. Court and police records may prove his civil rights or his clearance of offense charges, or they may document his obligations to society if he is on parole, probation, or is incarcerated.

Less obvious than these illustrations of records pertaining to the citizens are many vital series in larger governmental organizations. They may record his license to practice a profession, his payment of fees for services, and a host of other details. Or from a different point of view they may be evidence of how the government has functioned - reports, accounts, testimony at hearings, minutes of meetings, and files on projects such as school construction - all of which he should be entitled to examine in order to see how his chosen representatives have performed and how his taxes have been spent.

For these considerations of the citizen's interests, administrators in the specific agencies concerned have opinions of real value. In addition, however, the archivist or historical officer who has experience in answering the inquiries made by the public, and who has training in long-range analysis, can provide the best comprehensive judgment on evaluation.

The fourth major point of view to be borne in mind is that of research. No one can strictly define research interests, for they include those of the historian, the genealogist, the economist, the geographer, and the political scientist, to cite the most significant examples. Many administrative officials are familiar with the work of local historians in studying the settlement, geographical development, economic evolution, and governmental history of a town, county, or city. They are also acquainted with the many active programs of marking historic sites and writing biographies of important individuals. These activities meet the

interest of the people in the growth of the communities in which they live.

Administrators may not be so familiar with studies by specialists of population trends which are vital in planning school expansion; of industrial history that may contribute to economic planning of a city; of social welfare cases that illustrate problems of relief, charity, and juvenile delinquency; or of administrative methods that contribute to the technique of government. Examples could be cited indefinitely. Whether such studies have direct bearing on local problems or not, they must be made by trained research workers, independent of the local government, and provided with free access to significant records.

For the interests of research, even more than for the legal rights discussed above, the archivist or historical officer can provide the best judgment. This is true because he is trained in research himself (if proper standards are upheld), he has experience in answering the inquiries of research workers, and his position allows him to view records in perspective both as to time and as to the relationship of various series to each other.

Other Factors in Evaluation

Aside from the points of view just discussed, other important factors in evaluation are the age of records, their frequency of use, and the cost of preserving them in relation to their value. Time alone is not an adequate basis for deciding whether or not to keep a batch of records. Older records are generally more interesting than recent ones, but many highly unimportant series have been retained for decades, usually for lack of an organized plan of elimination. The real point about older records is that they are more likely to contain unique information. Activities of the last century were not so voluminously recorded in the first place, and various causes have brought the destruction of many of them, fortunately or otherwise. Thus for any given event or person of 1850 one is less likely to find records than for a similar subject of 1930.

Yet an event of 1850 may be less important than one of 1910. It is a platitude to say that what happened fifty years ago seems of historical importance simply because it's old; what happened yesterday will someday be just as historic.

Frequency of use is an important factor, but should not be the sole determining one. Here again, to labor the point would be to stress the obvious. But one group of records used frequently for genealogical inquiries may not actually be as valuable to the government and the people as another group of similar age and volume which may be used only once a year but each time in a legal case involving thousands of dollars.

Cost of preservation must be considered - one cannot evaluate properly in a theoretical vacuum disregarding practical matters. Thus if a series of vouchers would protect the government against nonpayment claims involving fifty thousand dollars they should be retained, because one could pay the storage and upkeep costs on a mass of records many years for that amount. The difficulty is that whereas costs of preservation can be measured (not without some difficulty) the value of records can hardly ever be measured in advance in terms of money. Most uses of records do not have such cash values as the legal case suggested above, and even if they did one could seldom foresee these values in advance. Thus one is bound to evaluate in terms of probable and legitimate use that is expected to be profitable to the government or to the citizens, including research workers in the latter category.

The Basic Core of an Agency's Records

The basic purposes must be to preserve those series that represent vital interests of the government or the people, and ~~the~~ those records that adequately document the operations of government agencies. For the latter objectives the best approach is to analyze the structure and functions of the organization, and to retain those records pertaining to the most important elements. In doing so one will naturally hit upon the basic legal documents authorizing the agency's

activity; the correspondence of its top officials (and correspondence is generally of more research value than administrators may realize); the minutes of its governing board or committee; a master file of organization papers, orders, instructions, procedural outlines, and published reports; unpublished reports of operating units; maps and photographs that define the scope of the agency's activities and illustrate their character; basic fiscal ledgers and evidences of payment; at least skeleton service records of its personnel, sufficient to document retirement claims and to support the biographies of key officials; and such records of its specialized operations as may be selected as best representing the specialized activities that constitute its unique field.

V. RECORDS RETIREMENT

Once records have become inactive for their original administrative use, what should be done with them? Even throwing them out is not always simple, and retention means constant care. Any decision, of course, must rest upon the evaluation discussed in the previous section. But the result may show that records should be eliminated at once, eliminated periodically after a stated number of years, stored for rare use over a long but predictable time, or retained indefinitely. In most large offices the majority of the records can properly be disposed of at stated intervals - but it should be remembered that the purpose of disposal is fully as much to protect the valuable records as it is to effect money savings in space.

As in evaluation the administrative agency should perform that part of the job that is closely tied to its current operations, but some phases of records retirement can better be performed by special agencies. When the emphasis ceases to be on current use and becomes a matter of longtime custody, analysis, and reference service then the job is one for a public records office or archival agency. This is true because the appropriations made to administrative agencies are for performance of the jobs they were created to do and in any agency except

the records office or archives the care of records is not a main purpose but a contributory function. It is true also because the records office has specialists who can perform the tasks cited most economically.

When to Retire

Action to eliminate or transfer noncurrent records should be a continuous program, rather than occasional outbursts caused by space problems. Government offices are by nature long-lived, but their officials change often. Thus planned schedules are peculiarly appropriate, for they can be used recurrently over many years, and they avoid the need of completely new analyses by successive policy making officials. Most series of records are accumulated under laws that have continuing effect, so the aim should be to adopt regular periods of retention for the various series or file units. Necessarily some files will develop on a short-term basis, such as those of a medium-sized construction project, a special survey, or an emergency agency, which can best be handled as integrated bodies on completion of the work. But the records that cannot be scheduled are a minority.

In setting time periods it is important to decide how they are to be defined. Usual practice is to say that annual segments will be disposed of after stated numbers of years, retention period being dated from the time when the records are filed in current operations. That may be the same as the date written on the documents, but usually is slightly later. No action should be taken, even though it is planned in advance, ^{until records are} no longer current, meaning until they have ceased being used for their initial purpose. But transfer to an intermediate depository or archival agency may be made while records are still active for reference purposes other than their original use. For example, maps created in surveying a tract for public utilities development may be noncurrent when that work is done, but may later be actively used for later civic planning or geographical or historical study. The later uses can appropriately be made in an archives or historical office.

File Units

Disposal or transfer schedules require more care than may at first be assumed, for they must be defined in terms of file units that can feasibly be separated from others. It is useless to schedule the disposal of a voucher form, for example, unless the same plan is made for purchase orders and other supporting papers that are filed with the voucher form^{so} that all can be removed from the file at once.

The difficulty of defining file units is especially great with correspondence, for it does not always fall into categories that can be evaluated as such. The correspondence of a governor or a mayor may well be kept intact, but in any large state or municipal office a general correspondence file may have within it both highly important and valueless papers, filed under the same headings. This emphasizes the importance of competent trained records staffs to do the evaluation and retirement, and the need for well planned filing systems. One of the inherent dangers in retiring correspondence files is the practice of "weeding" individual letters. This is a time-consuming process in which the subjective judgment of one person is likely to cause lack of balance, and in which the continuity of meaningful sequence is apt to be upset.

Schedules

Retirement schedules are lists of file units, usually specific series identified by title of folders or forms, with a stated period of retention for each. Whether one schedule is made for items to be disposed of and another for those to be transferred periodically to the archives is up to the official in charge. The latter is preferable as it gives comparative data within organized groups of files. Thus one can tell that among the folders of fiscal forms in a given office certain are to be disposed of and the others closely related to them are to be kept. The separate listing of disposal items is often required by law for submission of these items to review by stated authorities. But where

new laws are being drafted, the retention of certain items, which involves long-run maintenance costs, should be as carefully considered as the disposal of less valuable ones.

The most important thing to remember in preparing schedules is that file clerks in future years will have to be put them into effect, and they should be cast in clear-cut terms so that no doubt can arise as to which records are meant by a given item.

Disposal Authorisation

If evaluation shows that certain records can be eliminated, that action should be taken only with adequate authorisation to protect the interests of the government and the taxpayers. Laws for disposal authorisation in this country grew initially out of desire to prevent wilful destruction of records to cover up frauds in public expenditures. More recently attention has been given in laws to the protection of evidence for all sorts of investigations, and to the constructive job of preserving accountability for general administration as well as for fiscal operations.

Cooperation in evaluation is shown in many state laws by provisions that proposals for disposal be initiated by officials in charge of the records, with review by the attorney general or chief legal officer, by the auditor or comptroller, and final approval by the governor. In some states final approval must come from the legislative body, as in the Federal Government. This is not recommended in the drafting of legislation, because the value of records is not something that can be legislated - its determination requires detailed knowledge and specialised study. But final approval by the governor, mayor, or other chief executive officer is highly desirable as it gives weight to the responsibility for care of records.

Means of Disposal

Simple throwing away of useless records is adequate in quite small offices,

where there is no likelihood of misuse of the information in the records and no salvage value to the materials. Confidential character of information in records may require that they be shredded or macerated before being salvaged, or that they be burned. Personal supervision of the shredding or burning by a records officer gives added assurance. Waste paper contractors can be required to provide the shredding service. Waste paper, film, and sound recording material has salvage value if the quantity is substantial, especially in industrial areas. Thus the records officer may be responsible for obtaining bids, contracting for sale, and accounting for amounts received.

Reducing Bulk but Saving Content by Sampling

If documents do not have intrinsic value because of the character or handling of the specific pieces of paper on which they are set down, means may be taken to save the information and reduce the volume for economy of space. The most effective means are sampling and microfilming. Sampling may be either the selection of examples to illustrate forms and methods, or cross-sectional sampling to provide an accurate portrayal of a whole body of information. The former may be used when it is desired to record the procedures used, for example, in handling license applications, giving civil service examinations, or the types of construction observed in issuing building permits. It may not be necessary to save through the years all the license or permit applications or examination papers, but the saving of a few samples from those used in each year would aid future administrators and research students.

Cross-sectional sampling is most adaptable to records that lend themselves to statistical analysis. In the Federal Government income tax returns are far too voluminous to retain permanently, but selected blocks of numbered returns from all collectors' offices have been retained. Statistical analyses of average incomes and other data made from these samples will give economic research students of the future cross-sections of the whole that are sound in

the same way that public opinion polls represent the opinions of the whole population. The same method may be used for agricultural surveys, inspection records, and many other series in state and local government, although it has not been widely employed so far.

Microfilming for Reduction of Bulk

Microfilming is a tempting panacea for all problems of volume, and it has indeed appropriate uses. The chief dangers in using it as an alternative to disposal are that it will cost more than the records are worth, and that it may be done hastily with the result that records on film will not be adequately arranged to be usable. It is easy to say that a given set of statistical reports, applications, or correspondence of marginal value can be put on film, reduced strikingly in volume, and the worry of evaluation thus easily avoided. But the process of microfilming itself involves expense that might be avoided by a thorough analysis proving that the records aren't worth keeping at all. For if records are to be usable on film they must be in perfect order and completely indexed, which often requires work that is expensive in personnel time before filming can begin.

Microfilming is a major subject in itself, on which competent and unbiased aid should be sought. Details of its use cannot be given here. But any official should bear in mind that its savings and usefulness are remarkable in connection with fairly large files of uniform type records where no problems of arrangement or indexing arise, but that with either smaller or more complex files the costs are likely to outweigh the gains. He should also remember that once on film the information has to be taken off by use of special equipment, either reading machines or printers.

Records of Disposal Actions

Any removal of records from official files should be noted for the protec-

tion of the custodian in case need arises for certain records no longer present. This is as true of disposal as it is of pulling files for reference. Disposal actions should be recorded by reports, card files, or annotations on schedules. The series of materials disposed of should be identified, with the dates covered by the segment so handled, the volume of the records, when and by whom eliminated, and by what authority. This information may be of legal value in case rare unforeseen inquiries for records arise. It is also useful in connection with justifications of functions for budget and administrative purposes.

Intermediate Depositories

Large quantities of records can frequently be best handled by placing them in intermediate depositories before they are either disposed of or transferred to an archives. A large state government, for example, can well afford to maintain such a depository, as did the Federal War and Navy Departments during the last war. This is useful when records cannot be clearly evaluated at the time they become noncurrent, when they must be retained for a limited period for legal or other reasons, or when the agency of origin does not have the facilities to handle them. Such treatment often saves valuable office space without going to the extreme of "dead" storage where records are completely uncontrolled.

Intermediate "processing" depositories can often perform the broad functions of evaluation and limited reference service more effectively than the creating agencies, and at the same time can eliminate temporary or valueless records before the important core goes to the archives. Administration of such depositories takes competent personnel, as does every other phase of records administration. It is especially important to avoid "dead" storage, where no one has an active interest in the records or sees to it that disposal and transfer take place. All records put into intermediate depositories should be scheduled for final retirement, of whatever sort, when they enter or shortly thereafter.

VI. ARCHIVAL CUSTODY

It is proper to say here what an official of an operating agency of government should know about and expect of the archives, though this is not the place for a manual on archives administration. Such an establishment is an essential of good government from the administrator's, the research user's and the general citizen's point of view.

What are Archives?

In the first place, by "archival" custody is meant the care for records intact as bodies of materials representing the organizations which created or received and filed them. The word "archives" may apply to the depository or to the records themselves. To meet the definition they must be kept in the arrangement of series set up by the office that originates the files, and not rearranged as individual pieces by subject.

The preservation of archives may be performed by an archives or public records office, or by any other agency that has the interest and facilities to do the job. This may be an historical society or historical bureau if a government does not have an archives or public records office. In the lack of any of these organizations especially equipped to care for manuscript material, libraries have often performed valuable service in preserving archives.

Operating agencies of government, except the archives, do not normally keep or want to keep their older valuable records. They are busy with the daily work that they were established to perform, and do not have the funds, the personnel, the facilities, or the time to care adequately for archives and to provide reference service on them. All too often, in fact, noncurrent records are a space problem to operating agencies, and unless someone has a special interest the records are treated as such instead of being given intelligent appraisal and handling. The ideal situation is for a well established archives to do the job, and for that agency and the other agencies producing records to work in close harmony.

Archives are set up primarily to preserve valuable records and to make them available to legitimate users. In order to do that best the archival agency needs to work continuously with the producing agencies, knowing the kinds of records they accumulate, being assured that current records management is adequate, and assisting in records evaluation and retirement. Thus any government official should expect agents of the archives to survey his files, to consult with him on their arrangement and protection, to participate with him in appraisal, to effect disposal authorisation and to see that valuable records are transferred to the archives. Archivists should be competent to advise on current records problems. In this way the archives is properly a part of the administrative organisation of government, and one that can promote effective management.

Concentration of Archives

Centralisation of archival functions in a complex government structure is often the safest and most economical course. This problem arises especially in the relation of county to state government facilities. State governments generally have better resources for providing adequate protection of valuable records, are better able to employ full time trained personnel for archival work, and because of wider experience with users can provide greater breadth of knowledge in evaluation. Research students often find concentration of records from many counties convenient. The fact that county vital statistics records have the greatest interest to individual citizens makes peculiarly sad the tremendous losses by fire in past years in courthouses. Similar losses have occurred in state buildings, but not in archival buildings built as such.

Yet many county governments take such great pride in their valuable records that they have provided the best of facilities for them. This question must not be decided on any bias as to whether concentration or decentralisation is always best. The records must be located where they can best be protected and

used, and that depends in large measure on the interest taken in them by administrative officials, historians, or other persons influential enough to see that adequate provisions are made. Various alternatives have been selected. North Carolina, Illinois, and other leaders in state records administration leave the county archives in the county seats; Maryland and Delaware, also progressive in archival activities, bring the older county records to the state archives; New York is establishing regional records centers to care for county archives in those cases where local facilities are not adequate.

Whatever decision is made, two points are vital. First, provisions should be made for "security copies" of vital county records. This has been done in several states by making microfilm or photostatic copies to be preserved at the state archives. Second, the state archives or records office because of its acquaintance with advanced methods and with the kinds and availability of county records throughout the state, should provide advisory service to the counties on preservation of records.

Transfer to Archival Custody

The actual transfer of records to an archival agency should be simple, but sufficiently documented so that legal title is clear and that the receiving establishment knows what it is getting. Experience has proved that the archives should have some choice as to what it takes, which is usually manifested in a requisition on the agency producing the records. Such requisition should be given weight by clearly defined legal procedure.

Most important in the transfer procedure is the transmittal of a document describing the records, explaining their origin, noting any indexes or other finding devices, stating any restrictions on use, and signed by both parties as evidence of transfer. This is important for legal use when the archives produces records as evidence in court. It is vital to the archives to know what records

it gets, their nature and value, how to use them, who may have access to them and under what conditions. On the last point the archival authorities should have some say, as they know many of the problems of access by experience, and they have a continuing interest whereas that of the originating agency will wane.

Administrative Requisites of Archival Custody

The administrator of an agency transferring records to an archival agency has reason to expect that the latter will take good care of the materials and that he can get them back for occasional use if necessary. While he is not concerned in the details of archives administration he can reasonably expect that the records he has produced will be kept in the order in which he filed them, as indeed they should ^{be} under basic archival principles. This is essential for his later administrative use, for validity of the records as evidence in court, and for their significance to research users.

In order to see these objectives carried out it behooves the administrative official to support the archival agency in its efforts to obtain resources in terms of trained personnel and physical facilities. It is to his interest to have the archives housed in safe buildings and equipment, kept readily accessible for use, and handled by intelligent people who will understand his needs. He should welcome their desire to know the history and activities of his agency, their interest in guarding the valuable records he produces, and their activity in promoting good records administration throughout the governmental structure.

Given this sort of cooperation by all agencies of the government, given a clear legal statement of its functions, and given resources to work with the archives or public records office can be both an important arm of government and an aid to research that will produce in the citizens an understanding and appreciation of government.

VII. WHAT A PUBLIC OFFICIAL SHOULD DO ABOUT RECORDS

The following steps should be taken by any public official either on taking office or on becoming aware of the importance of records administration:

1. Learn the laws and regulations governing records creation, handling, use, disposal and preservation.
2. Get acquainted with the archival officials or public records office of the government, or in lieu thereof with a historical society or library that will take an interest in public records.
3. See that receipts for records are given to the predecessor when a new official takes over, in exchange for a descriptive list of the files of the office.
4. Appraise the personnel handling records, and see that they are adequate both as to competence and as to number.
5. Learn the general character of the files and the part they play in procedure.
6. Make or have made at least every two years, or better on a continuous inventory basis, a detailed survey of records on hand, providing information on titles of file series, descriptions of the records, their volume and rate of accumulation, method of arrangement, space and equipment used, available indexes, accessibility, restrictions on use, frequency and purposes of use, and existing practices of disposal or transfer.
7. Effect improvements in procedures if necessary for economy, protection, maximum utilization of records, or effective records retirement.
8. Provide a detailed manual of operating instructions.
9. Evaluate records on hand and in process of accumulation, and consult with legal and archival authorities on disposal or transfer.

VIII. OBJECTIVES OF RECORDS LEGISLATION

Uniform wording of legislation is not feasible in as broad a field as that of records administration or with as great a variety as exists in the legal systems of state, county, municipal, and local government. The following major objectives, however, may be outlined:

1. Responsibility of public officials to create and maintain records of their policies and activities to provide accountability to the electorate.
2. Definition of records (See section I of this pamphlet).
3. Safe custody in possession of responsible offices and in protective filing equipment.
4. Creation of important records on durable paper of other base and with durable ink, emulsion, or other medium.
5. Supervision of standards of care for records by state authorities, extending to state, county, municipal, and local government.
6. Responsibility for maintenance in adequate arrangement and with due accessibility to the public.
7. Requirement that each outgoing public official deliver the records of his office to his successor, exchanging a descriptive inventory of them for a receipt.
8. Provision for furnishing certified copies of records for reasonable fees; and for admittance of certified copies (whether on paper, film, or other medium) as evidence in courts of the appropriate jurisdiction.
9. Disposal of official records, or alienation of title, only upon authorization of chief executive official, based on recommendation of the administrative official concerned, the chief legal officer, and the archival authority.
10. Penalty for unlawful disposal or alienation of official records, including their removal by outgoing officials.

11. Right of archival authority to recover by court action public records that have passed into private hands.
12. Provision for transfer of specified classes to an intermediate depository for custody, reference service, analysis, and evaluation pending their disposal or transfer to archival agency for permanent custody.
13. Provision for transfer to the archival agency, with legal documentation of custody and descriptive inventory of valuable noncurrent records.
14. Transfer of noncurrent valuable records of county and other local records to the state archival agency, or making of copies on paper, film, or other medium for security preservation in state archives.

IX. REFERENCES

(The list of references, to be prepared, is intended to list only a dozen or so items that are likely to be available in state libraries or in the libraries of large cities, or are readily obtainable by purchase or request. Among them, entered in more formal fashion, will be:)

The Preservation of Local Archives, prepared by the Public Archives Commission in 1932.

Certain serial publications, particularly

The American Archivist, with special attention called to the model legislation, the annual bibliography, Dan Noll's series on microphotography, and a few outstanding pertinent articles.

Illinois Libraries, with reference to Miss Norton's exceptional series of articles on state and county records.

Office Management and Equipment, with reference to H. W. Ketchum's "Cost Factors in the Records Department" (Dec. 1947), and perhaps others.

First Report of the Public Records Commission to the General Assembly of the State of Vermont, Sept. 1, 1944 (by H. E. Eddy)

Report of the Advisory Committee on New York State's Records System, Albany 1944 (Norton, Evans, Buck) - if available.

War Department, Records Administration: Microfilming, Technical Manual 12:257 (by Dan Noll) - (to be reprinted for sale by GPO)

Crittenden and Godard, Historical Societies in the United States and Canada, 1944. (For information on historical societies that may or do serve as archival agencies).

North Carolina Historical Commission: Forty Years of Public Service, 1942.

National Archives, Staff Information Circular No. 12 - Bibliography (if available).

Bertha Weeks, How to File and Index.

Strong and Odell, Records Management and Filing Operations

National Fire Protection Association Manual.

4.) Assessment lists are not considered
permanent records.

I would suggest as examples. deed books,
Probate records, and marriage registers.

p. 9

In state and especially county
governments

p. 14 Good housekeeping in vaults

keep down fire hazard

p. 15

Jampering with files - as probable

p. 15 Security copies - Give a sentence
or two of explanation as to what
they are + that they should be filed
elsewhere.

p. 16

2 phases of reference - to officials; to
public

p. 18 Co. record not a good example.
Method of indexing required by law
makes reference work mechanical.

p. 18. Make clear the distinction between taking of records from files for intra-office work + reference work with public. Records are never loaned.

P. 21 Per. 2

Sampling

How on in sampling

P.32 Discuss types of words suitable

& not suitable for microfilming -

e.g., unusable when element of

comparison, etc.

P 34

(98-3) in road

in the road

THE SOCIETY OF AMERICAN ARCHIVISTS

SOLOM J. BUCK, PRESIDENT
THE NATIONAL ARCHIVES
WASHINGTON 25, D. C.

October 22, 1948

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX
WILLIAMSBURG, VIRGINIA

Miss Margaret C. Norton
1105 South Second Street
Springfield, Illinois

Dear Margaret:

Thanks for your candid comments on the records administration draft. I shan't take time to analyze them now, but I do want to say that the draft was sent out for frank criticism, and I'm glad you felt free to say what you thought. I'm sorry, of course, that I didn't convince you more effectively of the merit of this approach.

In my view the opportunity presented by the PAS is of sufficient importance to warrant our giving the job a lot of thought. The initial request of the PAS was for a manual that would apply not only to state and local government, but to Federal as well. That I did feel was too broad a scope. But I felt then and do now that it is feasible to bring out common denominators as among state and local problems. The need for participation of state and local archivists was the reason for my asking some years ago that the job be done by a committee instead of doing it entirely myself, as the PAS originally asked.

There are other diverse views. Chris and Helen Chatfield thoroughly agreed on this approach with me at a time when Henry Eddy was chairman of the committee and he was arguing for a manual on establishment of a state records office. His plan seems to me quite different. Symons, of the PAS, says he'd like a manual on Eddy's approach, but separate from this, and he thinks this should be done first. Hugh Flick saw the synopsis I prepared some time ago, and seemed to go along as far as he knew the plan last spring. What his reaction to the current draft is I don't yet know. Miss Decker is new on the committee and knows, aside from this draft, only what I told her in some detail at Glenwood Springs.

I knew of your feeling about the emphasis on volume and on disposal in the Federal Government, and tried earnestly but perhaps not enough to avoid that emphasis in this draft. Certainly the need for supplementing the draft by examples to make it concrete is a valid one.

I do hope you will meet with us at Raleigh. The draft will be wide open for comment and revision there.

Very cordially



THE SOCIETY OF AMERICAN ARCHIVISTS

December 8, 1948

To members of the Committee on Records Administration:

This is to be a brief statement on the Committee meeting held during the Raleigh session of the Society, a report of my recommendations about the Committee for next year, and an appeal for your cooperation in returning your copies of the draft pamphlet with annotations, or at least your comments on it.

Miss Chatfield and Mr. Flick were the only members of the Committee who met with me at Raleigh, because Miss Decker was unable to make the trip and Mr. Eddy had bona fide conflicting engagements. Miss Norton, who was not actually a member of the Committee but had seen the draft and was in a position to give us valuable comment, did meet with us. Miss Norton and Mr. Flick felt in general that the draft was too much in between a detailed manual for any given level of administration and a general "over-all" statement of the principles of records administration. Evidently my citation of examples was not wholly successful because, in many cases, the handling of county records is governed by specific statutes and not susceptible to the same kind of management principles as apply elsewhere. We did not completely agree on the use of examples. Miss Norton and Mr. Flick felt particularly that it would get us into details which could not be completely explained and would, therefore, be confusing. I still feel, on the other hand, that the more examples can be used, the more concrete reality the pamphlet will have, as I am eager to avoid its being a collection of ambiguous vaguenesses. Miss Norton felt that there was still too much emphasis on volume and on disposal although I had tried to put those matters in their proper perspective, realizing that the problems of most state and local governments are quite different from that at Washington. A number of specific corrections were made which I greatly appreciated. The group felt that the draft could be made even more clear cut as an over-all statement of principles.

I readily agreed to rework the draft, taking advantage of the comments that were made. As to whether or not other more specific pamphlets follow this one, devoted to particular phases or "levels" of administration, that will have to be decided later. I am now under pressure to produce this pamphlet for the Public Administration Service, and the group at Raleigh agreed with me that it was desirable to take advantage of the valuable opportunity that is offered in the sponsorship of the PAS.

I have written Dr. Crittenden recommending that all members of the Committee be reappointed and that he add Miss Norton, who would have been a member of the Committee before had she not been first President and then Editor. Miss Chatfield and I have both volunteered to withdraw from the Committee in order to offset any assumption that the Federal Government is excessively represented. I recommended Miss Chatfield's reappointment anyway as her interest is not a matter of representing the Federal Government but rather a highly specialized competence in certain phases of records administration that are generally applicable. Dr. Crittenden has replied to my letter, requesting that I continue to serve as Chairman.

Those present at Raleigh agreed to send me their comments on the draft in writing. I would like to proceed with the revision as promptly as possible and do not want to start until I have the benefit of all your comments in detail.

Very cordially



Philip C. Brooks, Chairman
Committee on Records Administration

*@ Miss Norton had already done so, and
I've received Mr. Flick's while this letter
was in preparation - P.C.B.*

COPY

CITY OF PORTLAND
Oregon

December 21, 1948

Dr. Philip Brooks
210 W. Alexandria Avenue
Alexandria, Va.

Dear Dr. Brooks:

Please accept my sincere apology for this seeming neglect in returning the draft of the proposed pamphlet, but due to shortage of help and the necessity for moving a large block of records from the city hall to make room for current year records, I just could not find time to study the draft enough to make a coherent criticism of it.

If other pamphlets are to follow this one, some of the material included here might be used then, and the deletion not detract too much from the usefulness of this one. Example: the section on Materials and Facilities. While those subjects have prime importance in good archival procedure, they are a little out of the sphere of influence of municipal archivists (if I am an example of one).

Undoubtedly the preservation of records depends in a large part on their original quality, but the immediate problem of record care is to provide for that which is here now, and after that there is time to look to the future for better and more lasting quality.

The field of municipal archival work is so broad, and so little has been done, there is an urgent need for educational pamphlets on the importance of record care on that level, and from that standpoint you have done an outstanding work in presenting the problem and explaining the course of archival procedure for non-specialists. If we had had this pamphlet when we started work on the archives of the City of Portland, it would have been of inestimable help to us, and saved the many hundreds of letters we wrote to other cities in search of just the information contained here. Proper arrangements, indexing, evaluating for retention, these are the problems which are immediate and demanding, and which we solved by the "trial and error" method. The manual writes itself as the work progresses, if it doesn't, the work is not progressing.

Perhaps this letter is too subjective to be of much benefit to you as a criticism of the pamphlet, - but here it is, for what it is worth. I would very much enjoy hearing your discussion on the pamphlet and am sorry I could not attend the convention this year.

Sincerely,

s/ Beatrice Decker

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STATE OF NORTH CAROLINA
DEPARTMENT OF ARCHIVES AND HISTORY
RALEIGH

December 15, 1948

Dr. Philip C. Brooks
National Security Resources Board
Washington, D. C.

Dear Phil:

During the past week I have had influenza, and while lying flat on my back I found opportunity to read the draft of your bulletin, "Records Administration in Public Service," which you sent me some time ago. Now upon my return to the office I offer my thoughts and comments for whatever they may — or may not — be worth. These comments are made by me as an individual and not as president of the SAA.

I note that in a number of places you say that "the custodian of public records must" do so and so, and that in other instances you frequently make use of the word "must". Would it perhaps be better to phrase such statements differently so that you would not seem to be talking down to your readers and to be telling them what they must do. How about saying "it is suggested that", "you may find it advisable to", and the like?

I wonder if your treatment of "Evaluation for Retention and Disposal" (pp.19-27) may be somewhat long and involved. It seems to me that it might be a little difficult for some of the custodians of public records that I know to understand just what is meant in this discussion. I know it is simple enough for you or me or any other professional archivist, but for many of the custodians I feel that it will be better condensed and made simpler and more to the point.

On Page 30, in discussing "Disposal Authorization" you do not specifically state that approval for the disposal of records ought to be obtained from the archival agencies, though I have no doubt that you had this in mind, and something of the kind is said a few pages earlier.

On Page 36 you list North Carolina as one of the states in which county records are left in the county courthouses. Until four or five years ago, in this state we followed the policy of centralizing the county records in the state archives and as a result we have brought in larger or smaller quantities of the records of about three-fourths of our countries. Recently we have modified that policy by advocating local care of the records, provided this could be worked out satisfactorily. If the local authorities will not do the job, however, we continue to bring the archives to Raleigh.

My main comment is along the same line as what I said above with regard to your treatment of "Evaluation for Retention and Disposal." I wonder if the entire study may possibly be a little too advanced for many of the people who will be supposed to profit by it. Can it be that the approach is too much that of the professional archivist? And I wonder whether by chance too much technical language is used. As I read along, I tried to think what impression the study would make on the records administrators of a number of our state agencies here in Raleigh. They are not specially trained in archival work, and they need such training — but of course they have to begin at the beginning. I doubt seriously whether they would understand well the material that is presented in this bulletin as it now stands. Furthermore, many of them aren't going to be particularly anxious to read anything of the kind anyhow, and the presentation ought to be made as easy and as much sugar-coated for them as practicable — though I realize that there is a limit to what can be done toward that end. I have also tried to think of your paper from the point of view of a number of county officials with whom I am acquainted, and I have the same feeling that it may be too difficult for them.

I am not suggesting any very radical changes, but I do feel that it would be well to go through the entire study, taking out any words or phrases that are at all technical in character (or else explaining their meaning), and also eliminating or rephrasing any statements that might possibly be vague or difficult to understand. Of course, we all wish that the custodians of state and local records were farther along in their knowledge of archival procedures, but I am afraid the truth of the matter is that most of them will have to begin with the abc's.

It could be that I am entirely wrong about all this, and these suggestions merely represent my reaction. Please feel free to follow them or not as may seem best to you.

I am returning your typescript enclosed.

Yours cordially,

s/ Christopher Crittenden
Director

Enclosure

THE UNIVERSITY OF THE STATE OF NEW YORK
Albany 1

December 1, 1948

Mr. Philip C. Brooks
Records Officer
National Security Resources Board
Washington, D. C.

Dear Phil:

In accordance with my promise to send you a summary of my thoughts on your proposed article entitled "Records Administration in Public Service", I am forwarding the following broad observations.

There are several general criticisms of the article which I believe are fundamental both to its usefulness as a publication of P.A.S. and as a service to local governmental officials. As the article now stands, it is neither "fish nor fowl" and presents the material in a way which would only be useful to those already initiated into the mysteries of records administration. It is my understanding, however, that the fundamental purpose of the article is to enlighten and stimulate the uninitiated and in this I believe it falls short. In general, the broad observations are over simplified and the specific illustrations are too numerous to sustain interest. The general arrangement is along the lines of a scholarly dissertation although it is expressed in what I am sure you intended as non-academic phraseology. From my experience with state and local public officials, I am certain that they would be frightened by the rather ponderous approach in the introduction and if they persevered they would become lost in the welter of detail in the technical sections. There is enough human interest and startling factual material to sustain their interest if it is properly presented. Public officials, generally speaking, are specialists in their own particular field of interest and unfortunately have a tendency to shy away from any technical analysis of problems which are not primary to their assigned jobs. They believe their primary task is one of service to the public and they fail to understand that good records administration is the best means of improving such service.

If you could present the subject substantially as you would present it to your local governing Board it would, I am confident, have more meaning to the average public official throughout the country. The major difficulty, I believe, is that you are so thoroughly immersed in the details of the overall program of records administration that you, on one hand, omit the obvious and present only the information which would fit into the frame of reference of people with your own general background. In other words, I would suggest that if possible your study be carefully reevaluated in order to boil out the inconsequential technical materials which might well be included in a subsequent operating manual.

Since the fundamental purpose of the study is to stimulate interest in and appreciation of the general policy and program of records administration that idea should be the fundamental objective of the presentation. The technique which Ed Leahy used in promoting his Records Management Council would, I believe, be more effective in this initial publication of what I hope will be a pamphlet series in records administration. For example, your opening paragraph might include a statement in regard to the 30,000,000 cubic feet of records now estimated to be in existence in governmental agencies throughout the country. If this fact were then translated into file cabinets and the estimated percentage of transitory material indicated, it should give the boys at least a rough idea of the critical nature of the problem as well as its overall magnitude.

I will endeavor to rework the first couple of pages of the study along the lines which I have indicated above. There is no question that the publication of a series on records administration would be most beneficial to those of us who are laboring in the field of state and local government. It is a missionary work which has to be approached with great care and vast simplicity. After the heathens have been converted to the general philosophy of the program then it will be time to explain the scriptures in detail and to formulate the ten commandments which will govern their future activity.

I am confident that you will understand the spirit in which these criticisms are made and will not hesitate to let me know any disagreements which you have. I send my best regards.

Sincerely yours,

s/ Hugh M. Flick
State Archivist

HMF:jfr

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COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
State Archives
State Museum Building, Harrisburg

December 31, 1948

Dr. Philip C. Brooks
210 West Alexandria Avenue
Alexandria, Virginia

Dear Phil:

As agreed during our brief conversation at the Mayflower, I left the draft of the manual with Carl Trevor. I regret that we are not able to get together to talk about this because I feel that I could explain more clearly my ideas if we could talk the matter over than I possibly can in writing.

In objecting so strenuously to certain features of the draft I feel that I am adopting the attitude so characteristic of two archivists of adjoining states whose identities you can guess without the mentioning of names. I have no desire to be stubborn or self-satisfied and I do want to cooperate in every way that I can. Furthermore, I have every respect for your good judgment and for the many fine things which you have done to promote good records administration. The comments which I pencilled in on the draft are not too legible and neither are they carefully worked out, since I have been very much pressed for time. Please do not give them undue weight.

The caliber and point of view of the person in charge of federal records is so entirely different from that of county and borough officials that you who have worked with federal records will find them difficult to understand. I feel that the manual must be much more elementary if it is to reach below the level of state officials. Even with state officials I find myself devoting much time to explaining such elementary things as the fact that to read microfilm one must have a reader, that one can make paper prints from microfilm, and that photostating and microfilming are two separate and distinct processes. As to schedules for destruction and retention, this is unheard-of on any level excepting for a few individuals who in one way or another have come in contact with federal procedures.

At points the draft gets into philosophical discussion of records functions which will be caviar to any public officials with whom I come in contact, but in spots you do get some very

helpful material. I still feel that in attempting to cover in a manual both the attorney general and the borough clerk, you are setting a target so wide that you cannot hit either.

Maybe the truth is that such a manual has to be brought out by one individual according to his best belief and allowed to stand or fall on its own merits. It seems quite possible that it may be easier to write the manual in a way which will be acceptable than it is to secure anything like agreement among the members of the committee. We seem to be a difficult group to handle.

With all good wishes to both you and the manual during the coming year,

Sincerely,

HENRY HOWARD EDDY, Chief
Division of Public Records

HHE:mbe

PUBLIC ADMINISTRATION SERVICE
1313 East Sixtieth Street
Chicago 37, Illinois

October 22, 1948

Dear Dr. Brooks:

I have now had an opportunity to consult some of my colleagues here at "1313" with respect to the manuscript on records administration, and I am glad to say that they entirely concur with my view that the monograph should prove of much value to a variety of public officials.

The only suggestions made were in line with those I mentioned in my letter of October 19: namely, that it might be desirable to make reference to specific situations as much as possible, without too great an expenditure of time and labor.

Another thought that occurs to me as I look over the manuscript again is that the section on microfilming on page 32 could be expanded somewhat to include consideration of the legal aspects of microphotography — the situation in states in which films are not legal substitutes for the originals, and so forth.

I suspect that both Section VII and VIII could be amplified a little, and of course you plan to round out your section on references. Perhaps it would also be possible to make reference, at appropriate points in the text or in the bibliography, to such records manuals and instructions as have been put out by the various federal agencies, possibly with an indication of their usefulness in connection with specific problems.

These suggestions are offered for what they may be worth. If they present difficulties or will entail much delay in completion of the job, please ignore them. Our feeling is that it would be preferable to publish the study, substantially as is, in the near future than issue a somewhat amplified version in the more remote future.

As is usual with such studies the question of title arises. I recall that it was at my suggestion that you slanted the pamphlet toward state and local governments. Now, as I read your manuscript, I realize that the study is just as appropriate for federal officials, and I don't see any reason why we should limit our audience by stressing the state and local aspects in the title. Two alternative titles that occur to me are:

Records Administration in Public Service:
A Review of Basic Principles

Basic Factors in Public Records Administration

I would prefer the first of these without the subtitle, only it seems that we need to make it clear that we are offering a statement of basic principles, not an operating manual.

Turning to the points raised in your letter of October 13, we would plan to copyright the material. This we do as a matter of course to prevent indiscriminate and unauthorized reproduction. However, we are always glad to accord permission for the reproduction of excerpts from our publications when a good purpose can be served. The pamphlet would be placed on sale, not distribution free. Although we are a non-profit corporation, as you know, our feeling is that people tend to set a value upon a book or pamphlet which is in close relation to its cost to them. Free material, however excellent, all too frequently is not given serious consideration; for one thing, the motives of its publishers are likely to be suspect. At the same time, we try to fix our prices so that our publications may enjoy the widest possible distribution, one additional device being the use of liberal discounts on quantity orders.

As regards the quantity to be printed, I should think that our initial printing would run to somewhere between 1,000 and 2,000. This point, however, is of little importance, since we always hold the type of our publications over long periods and reprint as and when further supplies are required. Some publications, for instance, we have reprinted eight or ten times, involving the printing of from 10,000 to 20,000 copies of a single title. Others, again, we revise periodically and reissue in new editions.

More important is the fact that we give our publications extensive, active, and continuous promotion. As you know, we work in close conjunction with the other organizations listed on our letterhead, all but one of which have headquarters in this building. In addition to our own extensive lists of persons, agencies, and groups in this field, we have access to the membership lists and other promotional facilities of our associated organizations. For each new publication we prepare separate promotional pieces which are mailed to selected lists of prospects, and list all our publications in our catalog, **YOUR BUSINESS OF GOVERNMENT**, which goes to about 20,000 persons, agencies, and organizations concerned with public administration. Some samples (enough for each member of your Committee) of some of our promotional materials are enclosed, as is also your manuscript.

I think this gives you the information you require, but let me know if any other question comes up.

With my best wishes for a most successful meeting of both your Association and Committee,

Cordially yours,

s/ Farrell G. Symons
Chief of Publications

P.S. Can you tell me anything about Daniel Moll? I wrote to him recently about the microfilming study he is doing for us, but so far have no response. Now I see from your bibliography that his War Department manual is to be reprinted. We had planned to issue his monograph, as you will recall, as a sort of companion volume to yours.

21 February 1949

Misc

Dr. Phillip C. Brooks
National Security Resources Board
Room 16 - Old State Bldg.
Washington 25, D. C.

Dear Phil:

So far I have not replied to your circular letter to the members of Committee on Records Administration dated December 6, 1948. This is not because of lack of interest or intention to shirk any duty assigned to me in connection with the work of the committee. It was my understanding that Hugh Flick was to write out for you some of the points he made at the committee meeting after which I thought I might have some concrete suggestions to make to you. Now that my duties as editor are drawing to a close, I might be able to devote more thought to such specific problems as are involved in this proposed manual, though frankly I have not given this material much thought since returning from Raleigh. Please let me know if there is anything you want me to do at present.

Sincerely,

MARGARET C. NORTON
Archivist

MCN;mw

Miss Margaret C. Norton
Illinois State Archives

4210 Oakridge Lane
Chevy Chase, 15, Md.
July 15, 1949

Dear *Margaret* -

Here for your comment is a revised draft of the records administration pamphlet as I propose to send it to the Public Administration Service for publication. They are eager to have it and prod me every so often, but I do want to give you an opportunity to go over it again if you can find the time.

The draft is completely revised, and largely rewritten. My aims have been to cut, clarify, correct, and to meet the valuable comments received from you last fall. My delay has been in part intentional, as I wanted to be able to tackle the thing afresh rather than immediately after having been taken to pieces by the committee. Meanwhile I've seen one more good state archival set-up in detail, and have observed more of local administration in Alexandria, Virginia (a city without any county government), and Montgomery County, Maryland (here we're not in any municipality) - PTA and other work has given me some observation of local officials.

I've practically memorized your letters and annotations on the draft, and am most grateful for your thoughtful and valuable assistance. Comments that corrected errors, improved organization, and improved readability were adopted as fully as I possibly could. So were most recommendations as to content. A very few, including some main points of individual members of the committee, I could not adopt fully, as they involved conflicts. For example, one member would have much more emphasis on quantity and the need for disposal; another wanted to minimize disposal and omit reference to quantity as essentially a negative approach. On this as on other points I have tried to strike a reasonable mean.

This is intended to be general, with enough substance to be meaningful but without going beyond common denominators (except necessarily in examples). The Public Administration Service wanted broader scope and at the same time more detail, more examples. I guess the answer to that is the suggestion that there may be subsequent pamphlets on specific phases, county records, municipal, and so on. But some one other than I will do them. The effort to be broad and general led the PAS to suggest that we omit the sub-title previously used, "A Pamphlet for State and Local Government."

Practically all of you asked for more on microphotography, as did the PAS; so I've expanded the paragraphs on that subject. This still can't be a microfilm manual, but it can point out some main guideposts. When the earlier draft was done the PAS expected to get another pamphlet dealing wholly with microphotography. Now it looks as if they wouldn't get it.

I have tried to keep in mind the state and local officials I've come in contact with - and am sure you will feel that this draft is simpler than the one before. Miss Norton and Jesse Boell tell me that state officials in Illinois and Wisconsin are of very high level, and I believe it - but here we're aiming at a broader audience. I've tried also to observe the readability level of material published by or for local officials, such for one example as the excellent Berks County, Pennsylvania, pamphlet on recording by photography.

Some of you commented that it was futile to mention lamination because local officials couldn't get it; planning of the form of records because local officials were entirely governed by laws that spelled out the plans; or disposal schedules because local officials wouldn't have heard of them. I have revised the draft to make my mention of all these things simpler and in some cases more accurate, but not to mention them at all seems contrary to the purpose of writing a pamphlet. This is by definition promotional material, and we must give them some things they don't know about and some things to shoot for.

I've put in more subheads and tried to shorten paragraphs in order to permit rapid skimming, or selection of a few passages to read. I know that is what some readers will want to do, and that is far better than nothing.

You will note that there are two tentative title pages and prefatory notes. The PAS may have some editorial policy on these matters, but they made no comment on the one on the previous draft which was essentially like the first one with this draft. It seems to me the more business-like. The alternative is suggested in case you feel that because all points of view cannot be reconciled the responsibility should be stated differently. The second would also give me a chance to acknowledge the help of those who for one reason or another are not now members of the committee but have been very helpful. Please let me know which you prefer.

To some of you I enclose copies of letters which should complete my plan of letting each committee member see what the others said about the first draft. Since I have taken a long time on this myself I cannot in good grace ask you to rush it. I would be grateful, however, if you would let me know soon that you have received it and whether or not you will have time to look it over.

Very cordially,

Philip C. Brooks, Chairman
Committee on Records Administration

Draft - Brooks: June 1949

General
L. Wright
Brooks
Res. mem.
Drafts file

**RECORDS ADMINISTRATION
IN PUBLIC SERVICE**

**Prepared by
Committee on Records Administration
The Society of American Archivists**

**Published by
Public Administration Service
Chicago, Illinois**

Inside front cover:

THE SOCIETY OF AMERICAN ARCHIVISTS
Committee on Records Administration

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RECORDS ADMINISTRATION

IN PUBLIC SERVICE

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The Society of American Archivists

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RECORDS ADMINISTRATION IN PUBLIC SERVICE

.. WHAT -- AND WHY?

Every public official uses records. They are vital to his job, for they provide information he needs to work with, they are evidence of his performance, and they protect his interests and those of the public. Yet all records are not the same, in value or in the care they require. Any official can think of some that he uses constantly and guards zealously. But there are others that just pile up. They do not have obvious current usefulness, are inactive, are not old enough to appear "historical", or are so bulky as to be a problem. They increase in proportion and in quantity as offices grow in size. Large states and the federal government accumulate astronomical quantities, which are expensive in terms of personnel, equipment, and space. Some governmental units, especially counties, on the other hand, have few kinds of records and those long fixed by laws or practices the local officials do not control. But any office, large or small, can profit by good records administration. That means conscious care from the first use of records to their final disposal or retirement. This pamphlet is designed to give the public official an outline of what he may find useful to know about the taxpayers' investment in records, and what he should do about it.

The Importance of Records Administration

Records are the means by which public officials in a democracy are accountable to the people. They are tools of administration, the memory of an organization, the embodiment of experience, protectors of legal rights, and sources of many kinds of information. They are often taken for granted, but they merit real attention if good government is to be realized.

Two major trends in modern government have given records administration increased importance. One is growing recognition that administrators need to use records in studying precedents to guide their work, in establishing and protecting legal rights, and in a wide variety of research to improve the quality of administration. The other development is the increased volume, caused by the broadening scope of government activities that produce records and by the use of mechanical devices for multiplying them.

Control, protection, and effective use of these ever-growing quantities have made records administration a major phase of public administration. In most local offices, and offices within agencies of larger governments, records handling is a subsidiary part of the work of officials and clerks. But in many local, state, and national units full time personnel have been found necessary to deal with it. In either case employment of intelligent, well-trained personnel is vital to good records administration - it is not something for untrained recipients of favor or for those who have failed elsewhere. The essential principles are the same in all types of government, and this

pamphlet is intended to explain them. It is not, however, a detailed operating manual.

What kind of forms should be devised for this new kind of license application? How many copies of it should be made in each case? Should the applications be filed alphabetically, chronologically, or some other way? How long should they be kept in current files after the licenses are issued? Will they have to be kept at hand to protect the government against claims? If so, should they be microfilmed? Do they have research or other value that warrants their indefinite retention? These are practical questions of the sort any public official may meet. He may find new problems that require new answers. Or he may find that in work he has been doing for years new shortcuts or devices will save him time and the taxpayers money. No uniform solutions can be found that will suit all offices. But principles common to all form a pattern that may well be kept in mind.

What are Records?

The term "records" is a common one, and roughly it is well understood. But in planning a records administration program, and in considering values and legal responsibilities, the public official needs a clear idea of what he is dealing with. As now generally used in government, the word "records" refers to written or graphic materials that accumulate in public business and provide evidence of activities - the everyday working files of government plus the more formal reports, legal documents,

and other instruments prepared to represent findings, recommendations, and actions or to effect other administrative purposes.

Most legal definitions emphasize three salient points. These are that records (1) are of various physical types including papers, books (except library materials), maps, still or motion photographic films and prints, and sound recordings; (2) are created or received in the course of public business; and (3) are filed or intended to be preserved as evidence of transactions or for their informational value. Unique copies are usually meant, not supplies of items printed or otherwise duplicated for general distribution. Master files of these in the producing offices, however, may be regarded as records. Two or more copies of the same document may be records because they are filed in different offices, or serve different purposes. But copies (usually carbons) sent to an office for information, and some ephemeral material, may at the discretion of the administrator be discarded without ever being filed as records.

This definition of records is broader than that used in some laws to define those "public records" that must be open to public inspection. It is a practical explanation, covering the materials accumulating in public offices in relation to the purpose of their creation and to their ultimate use.

"Records" as used here may mean, for example, files of correspondence, inter-office memoranda, fiscal ledgers, vouchers, personnel files, marriage registers, title or tract books, clinical files of hospitals, photographs of progress on construc-

tion jobs, maps, or negatives and master prints of motion pictures produced by government agencies.

Calling these "records" does not mean that all of them have to be retained for a long time. They are records even if they serve only a short time. The selection of these to be kept for various periods is a separate phase of records administration from the definition, and a challenging one.

Causes of Growth

The rate of growth of records has risen amazingly in recent years, and for other reasons than simply the increase of the population concerned. Mechanical developments, notably wide adoption of the typewriter, carbon paper, and cheap duplicating processes, have been prime factors. With the typewriter more records can be made in the same number of working hours than before, and officials have naturally thought more about creating documents to meet every conceivable need than about dangers of crowding the files. Carbon paper has made it easy to produce many copies of the same item, so that the making of excessive numbers of copies is quite normal. Stencil, gelatin, and other duplicating processes have multiplied the volume still further.

All these devices have contributed to a trend away from entering records into books, or binding sheets together in book form. Naturally masses of loose papers can pile up easier than when they were handled by slower processes. It has not been hard for them to get out of control, and sometimes to be wrapped up and forgotten. File supervisors in large offices have little to say about records creation, have had their eyes on the job of producing files to meet all possible needs, and have given too

little attention to control of volume.

The operations requiring receipt or creation of records have constantly grown, meanwhile, with new kinds of taxation, motor vehicle licensing and control, unemployment and old age benefits, scientific crime detection and punishment, public care for health, and innumerable other new phases of governmental activity in state, county, municipal, and local fields. Many of the new kinds of records series have been big ones, for these measures of government affect the lives of increasing portions of the citizenry. There is likely to be a file relating to a Mr. Jones in each of several different state, county, city, and town offices, let alone those in the federal government.

The rate of growth varies. Wars, depressions, and other catastrophes bring peak loads. In war-time civilian defense, selective service, production controls, labor activities, and housing problems are among the big record producers - and countless files from World War II are still on hand. Economic depressions bring relief and increased welfare activities that require more paperwork and more files.

State officials, city managers, county commissioners, and their colleagues should remember that every new tax plan, new institution, or new control program will pile up new bodies of records. The cost of creating, using, maintaining, and retiring these records must be realized and plans made so that they will be most useful and economically handled.

Steps in Good Records Administration

Five phases of records administration provide the framework of this pamphlet. Attention to them as parts of an integrated process will make for efficient operations and will protect the interests of the government, the taxpayers, and the historians and other research users: (1) Control of creation of records; (2) Effective handling while they are in current use; (3) Wise selection for retention and disposal; (4) Retirement by transfer to intermediate storage, transfer to an archives, or disposal; and (5) Effective archival administration of those that should be retained. Over and above all these are the need for sound planning, for competent personnel, and for adequate resources given them to do the job.

CONTROLLED CREATION

Think of the records problem in terms of the life history of records. At every step, from creation through use to final disposal or retention in archives, care is needed. Take the matter of creation. Records cost money, for paper, ink, typewriters or other machines, space, filing equipment, and most of all for personnel to handle them. This is one reason for creating only a minimum quantity, and those well planned. Records are useful for the information they contain. Administrators, and later historians or other research workers, want to get at the information quickly, without having to wade through useless or disorderly files. Thus at the very earliest step, one must consider the uses to which records are to be put.

Are Records Planned or do they Just Happen?

Orderly records creation involves (1) orderly administration in general; (2) sound, purposeful plans for all records created; (3) effective use of materials. A well organized, serviceable file is always a sign of efficient general administration, and the reverse is usually true. Clear cut organization of an office, with the functions of each unit well defined and without overlapping duties, allows clear cut planning and control of records.

Not that all records are consciously planned by the persons who create them. The majority are created to accomplish immediate tasks in administration, and their purpose as records is secondary, though important. Correspondence, for example, and most forms, are composed or designed first to do the jobs at hand. Their content and pattern are not chosen because of the way they will serve as records, but if they are well planned for the job at hand, they can be well handled as records.

Ideally one might hope that an administrator would decide what record is to be made of any activity, how much information should be set down for the guidance of others involved in the same transaction, how much as evidence of his own action, and how much for future reference. In planning a new procedure, or in analysing the management of an office, these questions may well be asked.

Each type of record should be designed to serve a worthwhile purpose, either to convey information from one person to another, or solely to preserve information for future reference. Its passage through administrative channels, even in a small

office, should follow a clear cut pattern. It is a maxim of good administration that an office should be in such order that if an official or employee should suddenly die his successor would be able to take over and understand his operations without delay. Even though he remains on the job in the best of health human memory fades so that he cannot remember every detail - files have rightly been called the memory of an office. For these reasons every kind of record should be clearly identified by author, subject, place, and date. Each addition, approval, or other action should be similarly identified. Files should be self-explanatory, and procedures outlined in writing.

But, one may say, most officials and employees have little to say about the methods they follow. Laws, especially with respect to counties where many records are made expressly to serve record purposes rather than incidentally in the course of current operation, prescribe what is to be done. Procedures handed down from top level offices dictate forms, procedures, and even filing practices. But the laws and the procedures derive in the long run from local needs, and may in the long run be modified. One can only exhort lawmakers and procedure writers to remember good management principles when prescribing activities that involve paper-work. That this is no vain hope is seen in the fact that they usually depend on technical advice of those who do the spade-work.

Forms and Correspondence

Examples of economies in record-making may be seen in the management of forms and of correspondence. Many steps in recording information can be saved by careful use of forms and form

letters. But forms without adequate identification can be confusing. Forms design and correspondence planning are important phases of modern management; the essentials are clear to anyone. Forms should be designed for easy filling-in, whether by hand or by machine; for creation of the least essential number of copies; for size and format best suited to office procedures and filing equipment; for clear understanding; and for prompt segregation and disposal of these of only temporary value. Any office, however small, can well analyze its forms with these objectives in mind. Any office can work best with clear written instructions available for the use of each form. Correspondence, especially in a large office, should likewise be so managed that time is spent on giving only essential information, that form letters are used for frequent mailings of the same information, that the least necessary number of copies is made, and that each prescribed copy has a definitely planned use and eventual fate. Correspondence can be the most difficult material to handle in filing, especially when subjects are confused without clear definition.

Materials and Facilities

Wise selection of materials and of record making devices is vital in good management, and materially affects current and future use of records. Many state governments have for years recognized this by laws requiring that specified qualities of paper and inks be used for records that will have enduring legal value, such as deed books and marriage registers. The same rules can be applied to important correspondence, registers, reports, and other documents of obvious value.

Economy also requires that work sheets, requisitions, and memoranda of transitory value be put on sulphite or other inexpensive paper. Likewise carbon papers and other materials should be of quality suited to the need.

Use of materials often involves the actual method of recording. Not only should one choose appropriate paper for records made in longhand or on the typewriter, but modern methods have brought more complex problems. Many county recorders, for example, have found it more accurate, as well as economical, to record deeds by photographic means than by longhand or typed copies. Likewise clerks and others working with large name files often find tabulating punch cards useful for indexes as well as for statistical analysis. Each new method proposed raises questions of suitability, equipment, filing arrangement, utilization, and means of making additional copies.

All these decisions depend on the attention given to what is worth recording in the first place, how the records will be used, and how long the administrator and research worker will need them. Decisions should be made systematically and themselves recorded by manuals of procedure, so that employees can follow the rules and administrators will not have to solve the same problems repeatedly.

CURRENT RECORDS MANAGEMENT

Records of all kinds need to be arranged and kept in such a manner that they can readily be used. They must be protected against all hazards. Personnel and procedures must be adequate

to give reference service on them. These requirements involve many practical considerations.

Authority over Control of Records

In an office staffed by more than half a dozen persons records are usually under the immediate care of someone other than the official responsible for their creation. This is often a person who spends much or all of his time on records. Close cooperation and understanding between him and the administrator are highly important. The administrator does not need to know the details of filing, but he should understand the general plan of the files. The records custodian, on the other hand, needs to know as much as possible about the functions of the office and the laws governing its operations. The larger the office the more involved the problems and the more the records custodian becomes a specialist and even an administrator in his own field.

Laws and Regulations

Authority over current records is not usually limited to the office or department possessing them. County records, especially, are largely controlled in detail by laws that govern their character and their methods of handling. But many suburban counties in recent years have increased their quasi-municipal functions, and have some records different from the traditional pattern of counties. In state governments controls are often established by laws, and by regulations of central agencies dealing with such matters as personnel, purchasing, and finance. Both administrators and records custodians need to know these widely varying requirements thoroughly. Laws

governing records frequently require that certain series be kept in protective equipment; they define which records must be kept open to the public and which must be kept confidential; and they require that records be kept in good condition. Administrators and records custodians can find guidance on these matters, if they are not already well informed through years of experience, from an attorney general, corporation counsel, or other legal official.

Filing Methods

The filing of records usually involves decisions as to arrangement, or classification, and as to facilities. This is true in analysing established operations as well as in setting up new ones. These matters depend basically on analysis of the functions of the office, the kinds of records to be filed, and the reference needs to be served. Here again the administrator and the custodian of records can best work together.

Filing schemes should represent the organization and main functions of the office. In that way they constitute the most accurate evidence of operations, and that is the way in which reference is most likely to be made to the files. Thus in most offices one part of the general files will deal with administrative matters including organization, policies, and housekeeping activities - the activities that are necessary to keep any organization going. Other parts, constituting the bulk of the files, will be arranged by major functions, constituting the end result which the agency was set up to achieve. Aside from general files such as these, many kinds of special files will be arranged in

comparatively large series by name, number or some other order according to their kind and their probable use. From the myriad schemes available in books and commercial offerings one should choose carefully in relation to basic purpose.

Schemes and the symbols used in them should be as simple as possible. A correspondence file to which only a few items are added daily can well be organized by a simple alphabetic subject scheme. A file of a hundred thousand applications for licenses, on the other hand, may have to be subdivided by geographical areas, or the whole put into an alphabetic name series with phonetic groupings. One would not enter rapidly growing series of items into blank books with fixed spaces provided for letters in the alphabet, because he could not foresee the amount of space needed for any given letter. The same is true of a rigid scheme for filing correspondence. These are but examples of problems in selecting filing arrangement.

Decentralized Files

In large municipal and state offices questions arise over the growth of diverse uncontrolled file units within the same organization though the majority of county and smaller municipal offices will have no problem on this score. Efficient operations demand that files be kept close enough to working offices to be readily accessible. On the other hand completeness of the record, economy of filing personnel and equipment, and efficiency of reference service argue for centralized control.

The best solution to the problem is that beyond the point where one central file adequately serves an organization, there should be decentralized files with centralized control.

Decentralized files mean a separate file room for each unit of an organization which is substantially autonomous in operation, has functions unique to it, and has adequate facilities for taking care of the records. Physical location is important. An effort to bring current records of several offices, located some distance apart, together into one central file room may have disastrous results. Actual need of files by working offices may result in their simply not sending material despite regulations, thus defeating the purpose of the central file.

Centralized control of decentralized files means that while autonomous units have their own record rooms, the records officer for the whole organization develops filing methods (in close cooperation with the operating office); trains file personnel (or better actually employs and assigns it); has the right of access and inspection; and keeps running accounts of what series and at what rates the offices are accumulating. Decentralized records thus controlled will best serve the needs of the whole agency, can be most economically managed, and will best fit into an integrated records retirement program.

Filing Equipment

In selection of equipment officials are often torn between economy and the attractiveness of new devices. Economical use of filing equipment is one measure of effective records administration. Requests for additional equipment may possibly indicate to the responsible official that records are reaching excessive volume.

Complex equipment should not be used unless there is a specific need for it. Most of the new devices on the market are de-

signed to serve special purposes, and these should be carefully investigated before making purchases. Equipment should fit the need both as to kind of operation and as to physical requirements. For example, the general use of legal sized filing cabinets when most of the material to be filed is letter-sized is wasteful in every way. By the same token boxes into which records do not fit snugly are wasteful and will result in damage to the records as well as difficulty of reference service. Placing books that can stand on shelves in filing cabinets designed for loose papers is a common inefficient practice.

While economy is essential, however, one must remember that personnel costs more than equipment and is more subject to human emotions. It is justly discouraging to competent employees to make them work without proper tools. These are principles of good management everywhere, but need emphasis in records units because it is unfortunately common practice to provide the worst facilities for the files.

Space

Along with equipment one must consider space, either to improve the use of present facilities or in planning new ones. Here again the files are often considered last. Space for current records should be close to working offices; that for semi-current records can be more remote and inexpensive but should still not be completely out of reach. Estimates of space needs should be based upon careful analyses of the quantities of records created per year, what portions of them need to be kept in an active status, and what their physical forms will be. In large operations space engineers can be of real assistance to records officers, as

their knowledge of space calculating methods, of floor loads, and other technical matters is important.

Here again it is vital to consider personnel, for the employees who have just complaint for lack of adequate equipment will be equally unable to work without adequate working space for sorting and other activities, and without adequate light, air, and heat.

Protection

Equipment and space are closely linked to the problems of protection, but this is really a broader subject. It involves protection against normal wear and tear as well as against the more obvious catastrophes. Like every other step in records administration it is based upon analysis of the records, their purpose of creation, and their value for all conceivable uses. All records need reasonable protection as assets in which a government has invested part of its resources. But one will recognize certain classes of records as irreplaceable; some containing information that would have to be replaced at all costs if the records were lost; others of high intrinsic or sentimental value but which would not absolutely have to be replaced to keep the government running; and many of less importance. Protective measures must be chosen accordingly, a balance always being sought between economy and exercise of maximum caution.

Protection against ordinary wear and tear calls for many simple measures frequently either forgotten or taken for granted. Good housekeeping, use of adequately strong folders or binders, avoidance of unnecessary folding, and care in handling are among these matters of common sense. Recent developments offer additional safeguards well worth investigating, such as laminating valuable

or frequently used papers with cellulose acetate foil and the making of photographic copies for daily use to prevent wear of originals.

Among potential casualties the greatest menace is fire. The losses of deed books, marriage registers, wills and other vital records in burned courthouses have been costly beyond estimate, and fire authorities say most such losses are preventable. This is one field in which local officials can find a wealth of advice, chiefly from local fire authorities and from national organizations, particularly the National Fire Protection Association in Boston. The greatest protection comes in fireproof buildings adequately guarded, and in fireproof vaults. Arrangement for separate portions of buildings, if not whole buildings, for records so that special protective measures can be taken is advisable wherever a substantial volume of material is present. Not only fire, but the major related hazards - water damage, shock from explosions, and theft in unguarded hours after a fire - must be thought of.

Vaults, or safe-type filing equipment, come in many degrees of protective construction that need careful analysis by purchasing officials. It is common knowledge that steel cabinets alone may be a greater fire hazard than other kinds if proper insulation is not had. Costs of protective devices rise greatly with the degree of security, and the most careful planning is warranted. World War II brought an added consciousness of the need of protection, and considerable development in techniques. Future wars are not so remote a possibility as to prevent their being taken into account in planning record space. For whatever purpose combinations of fireproof construction, adequate fire prevention and guarding, and vaults or other protective equipment are better than

relying on any one of these measures. In the numerous states where laws exist covering the protection of vital records authoritative information is readily at hand for the local official.

One method of protection widely used recently is the making of security copies. In this field especially the last war emphasized the need. The most common method of making such copies is by microfilm, since it is relatively inexpensive, is easy to move from one place to another, is more accurate than mechanical or long-hand copies, and can be easily reproduced. For this as well as for other purposes, however, microfilming must be used cautiously. Preparation of records for filming involves costs that are often several times as great as the cost of the film. Unless records are well arranged and carefully indexed they cannot easily be located on film. Furthermore, the need to certify to the completeness of microfilm offers legal complications, though they are not insurmountable. Direct image photographic prints, made by several processes, are comparatively expensive and save no space.

Restrictions on Use

Protection against unauthorized access can in many cases be provided by the same measures that guard against physical hazards. Obviously, vital records need to be put in locked equipment to thwart thieves. Protection from persons who may make unlawful use of records requires, in addition, precise rules as to restrictions and competent personnel to supervise their use. Records containing personal information about employees, relief applicants, hospital patients, and other individuals having business with a government may legitimately be considered confidential. Records of legal

investigations must often be kept "under wraps" to protect individuals and to avoid jeopardizing prosecution of cases. Business and financial records that might reveal confidential data about commercial firms to their competitors may properly be restricted.

Underlying these bases of restrictions, however, is the fundamental principle that government in a democracy is public business. In all cases the assumption should be that records of government are open to the public unless some special reason, such as those cited above, properly rules otherwise. Protection of officials against "administrative embarrassment" is not a legitimate cause for restriction, for the obvious reason that it would cover misfeasance and malfeasance as well as honest errors. Such is the rule of living in the "goldfish bowl" of public service.

Reference Service

The purpose of creating all records is to put down information that may be used at some time. Therefore, reference service is the ultimate goal of all records administration. Generally it falls into two categories, service on current files given by a file room, and service on noncurrent records. The latter may be given by a file room, an intermediate depository, or an archival agency. The centralization or decentralization of reference service in a large organization is subject to the same arguments as go on over centralization of files themselves, and may be answered on the same basis - the greatest utility consistent with adequate protection of the records.

Certain principles are common to reference service on records wherever it is performed in government. In the first place, government records belong to the people governed, who have a right to

expect their needs to be met. Thus the custodian should make records available and provide information or allow inspection of records unless some valid rule prohibits. Unreasonable requests must naturally be declined, as must calls that benefit one citizen at substantial expense to the whole body politic. Thus the custodian should publish the restrictions on access and the regulations governing use of records. Then all citizens will enjoy in practice equal rights to use of an investment which they support by taxes.

In this phase of records work competent personnel is perhaps more essential than in others. This competence means technical knowledge of records handling, thorough knowledge of the organization producing the records, detailed familiarity with the materials themselves and how to find information in them, ability to deal tactfully with a variety of persons, and ability to present the results of searches intelligently in oral or written form.

Service on current files is usually for the benefit of administrators in the producing agency, and involves specific documents or items of information of quite recent date. This service is usually given by the same persons who do the initial filing, although in very large offices specialization develops. Thus service on current files is usually only part of an employee's job, and one closely integrated with the day-by-day operations of the organizations.

Reference service on noncurrent records, however, whether it be in a county recorder's office, a state records office, or elsewhere, is likely to be for a variety of customers, to involve numerous items of information or many related documents, and may deal with quite old material. This intensifies the need for

specially trained employees to do this work. The recorder's assistant who has charge of deed records may serve attorneys with cases in the county court, engineers planning construction projects, or historians studying the early settlement of the region decades ago. This employee must know the functions of the recorder as they have developed through the years, the records as they have been modified by changes in procedure, the kinds of materials usually significant in court cases, the terms used by engineers in locating and describing property, and something of the varied ways and interests of historians and genealogists. These requirements may be surprising to the official who has to employ such an assistant, but experience will prove them necessary.

EVALUATION FOR RETENTION AND DISPOSAL

Importance of Evaluation

Valuable records can provide the best service, be most economically handled and form the best archives for the future only if they are clearly identified and segregated from other materials. This means that every administrator and every records official should think about the job of selection. Its difficulty varies widely, but several basic principles apply to small or large bodies of records, simple or complex.

Records are usually valuable for one of two reasons - the actual documents have intrinsic value because of their connection with some important event, person, or period; or the information contained in the records is important no matter in what form it is preserved. These factors overlap, but the second exists far

more frequently than the first.

When are Records Evaluated?

Evaluation takes place at every step in the life history of records, and thus cannot be left entirely to the archivists. First is their creation. Plans for the ceremony of signing an inter-state compact, laws requiring certain series of record books, plans for recording an important conference all involve the creation of records that will have both intrinsic and informational value. Such materials will naturally be put on good quality paper and carefully handled. It is the expected value of the records that determines the facilities and methods of handling. Conversely, third carbons of memoranda and slips used to note telephone calls received in an official's absence, for example, should be put on inexpensive stock because their prospective value will not warrant long retention.

Evaluation also takes place in the preferred treatment given valuable records in current management and in physical protection. But it is most evident at the time when decisions are made as to disposal or retention. These decisions may well be made before the time for disposal or transfer to an archives has arrived - the earlier they are made the better. In small offices where the rate of accumulation is low, or wherever the future use of records is uncertain, evaluation may properly be made when current use is completed. Disposal is not as urgent in most states and counties as it is in a few large states, in the federal government, and in industry. Yet concentration on valuable records and riddance of useless papers is good business in any office.

Who Should Evaluate?

Evaluation is important and challenging, but not difficult if the right special competences are used. It requires knowledge both of the organization that produces the materials and of the probable uses to which they may be put. It requires an open mind, to recognize the public obligation to preserve records for all legitimate users, and to see beyond the immediate interests of the official in charge at any given time.

This thought raises the question, "Who should decide what to keep and what to throw away?" Several persons have important parts in the task. The administrator, for example, knows the reason for creating records, the significance of the events they represent, and whether or not all phases of events have been completely recorded. He is likely to know better than anyone else what legal responsibilities of the government agency are involved. He may have some view as to how important a given set of files would be for the study of administrative precedent. His advice, therefore, must be employed.

The records custodian, or the files supervisor, who cares for records while they are still current or semi-current in the producing agency, must usually take the initiative in evaluation. He knows better than any one official the relation of a given file to others in the same office, and especially to those in other agencies of the same government. The records custodian in the office of a district attorney, for example, should know the relationship of the files on criminal cases kept by the district attorney and by the court in which the same cases are tried. The records officer of a large state agency should know the

relationship of the personnel service records in his agency to those of the same employees kept by the state civil service commission.

Furthermore, the records custodian knows the actual use made of records. He can tell whether a given file series has become inactive for administrative purposes, or whether the small number of calls that may be made on it are sufficiently important to warrant retention. And he knows better than the administrative official the technical problems that may be encountered if a certain file is to be retained indefinitely.

The legal authority of a state, county, or municipality should be consulted in many if not all cases before records are disposed of. Many general legal responsibilities of the government to its citizens, and especially the rights of claimants against the government, fall within his special knowledge. This is particularly true, for one example, of purchase contracts controlled by general laws and subject to complex statutes of limitation.

But even all these authorities, concerned properly with current responsibilities of administration, cannot reasonably be expected to know all the potential values of records. An archivist, a historical agency official, a private historian, or in lieu of any of these a librarian should be consulted for his understanding of intrinsic values of documents, knowledge of varied research uses, and historical perspective.

Such a person can best appreciate the significance of a charter, address, photograph, sound recording, or other item that should be preserved not because of unique information but because that document played a part in historic events or was handled by

important persons. Moreover, such an authority should know something of the interests of the government research specialist, the historian, the biographer, the economist, the statistician, the genealogist, and many others who have valid reason to expect their government to preserve the materials they need.

The archivist, historian, or librarian should also be able to appraise the values of records from a long-range point of view, fitting the significance of recent events into the sequence of past, present, and future. He should prevent the careless disposal of correspondence of some major official just because "it's not old enough to be historical", an action which is by no means infrequent. He should likewise insure preservation of records containing important information that is not needed presently, but would be in a future depression, war, or other emergency. And he should realize that in years to come records now closed because of their confidential nature may be opened.

Bases of Evaluation

The discussion of who should evaluate has shown that several points of view must be borne in mind. First is the usefulness of records to the agency in which they accumulate, even beyond the period of current use. Many important series must be retained indefinitely for further administrative use by the agency that created or used them.

In a large county, city, or state government the points of view of agencies of that government other than the one where records are filed must be borne in mind. Reference has been made to the relationship of personnel service records in an operating agency to those in the state civil service commission. The

latter may not have all the information it needs in retirement or other cases, and will have an interest in the preservation of service records by the operating agencies. In the fiscal field, the central auditing agency usually has rules for keeping stated series of ledgers, vouchers, paid checks or warrants, and other records. These are necessary not only in current auditing and settlement of accounts, but also may be used for years in protecting the government against claims cases.

The interests of the citizen in a democracy have been mentioned before, and cannot be stressed too heavily. Most of the long-established series of records in county offices are valuable because they contain evidence of the citizen's rights under the law, or of his obligations to society. Thus birth, marriage, and death records have obvious bearing on citizenship, inheritance, and all the educational and other benefits derived from citizenship. Deed and mortgage records protect his property rights. Election registers protect his right to participate in government. Tax returns record the meeting of certain obligations. Court and police records may prove his civil rights or his clearance of offense charges, or they may document his obligations to society if he is on parole or probation.

Less obvious than these illustration of records pertaining to the citizen are many vital series in larger governmental organizations. They may record his license to practice a profession, his payment of fees for services, and a host of other details. Or from a different point of view they may be evidence of how the government has functioned - reports, accounts, testimony at hearings, minutes of meetings, and files on projects such as school construction - all of which he should be entitled to examine in order to

see how his chosen representatives have performed and how his taxes have been spent.

A fourth major point of view to be borne in mind is that of research. No one can strictly define research interests, for they include those of the historian, the genealogist, the economist, the geographer, the political scientist, to cite the most significant examples. Many administrative officials are familiar with the work of local historians in studying the settlement, geographical development, economic evolution, and governmental history of a town, county, or city. They are also acquainted with the many active programs of marking historic sites and writing biographies of important individuals. These activities meet the interest of the people in the growth of the communities in which they live.

Not so well known, probably, are studies by specialists of population trends which are vital in planning school expansion; of industrial history that may contribute to economic planning of a city; of social welfare cases that illustrate problems of relief, charity, and juvenile delinquency; or of administrative methods that contribute to the technique of government. Examples could be cited indefinitely showing how records may have research value not suspected by their custodians.

Other Factors in Evaluation

The age of records, their frequency of use, and the cost of preserving them in relation to their value need also to be considered. Time alone is not an adequate basis for deciding whether or not to keep a batch of records. Older records are generally more interesting than recent ones. But the real point about older records is that they are more likely to contain unique information.

Activities of the last century were not so voluminously recorded in the first place, and various causes have brought the loss of many of them, fortunately or otherwise. Thus for any given event or person of 1850 one is less likely to find records than for a similar subject of 1930. Yet an event of 1850 may be less important than one of 1910. It is not enough to say that what happened fifty years ago seems of historical importance simply because it's old; what happened yesterday will someday be just as historic.

Frequency of use is important, but should not be the sole determining one. Here again, to labor the point would be to stress the obvious. But one group of records used frequently for genealogical inquiries may not actually be as valuable to the government and the people as another group of similar age and volume which may be used only once a year but each time in a legal case involving thousands of dollars.

Cost of preservation must be considered - one cannot evaluate properly in a theoretical vacuum disregarding practical matters. Thus if a series of vouchers would protect the government against nonpayment claims involving fifty thousand dollars they should be retained, because one could pay the storage and upkeep costs on a mass of records many years for that amount. The difficulty is that whereas costs of preservation can be measured (with some difficulty) the value of records can hardly ever be measured in advance in terms of money. Most uses of records do not have such cash values as those in the legal case suggested above, and even if they did one could seldom foresee those values in advance. Thus one is bound to evaluate in terms of probable and legitimate use that is expected to be profitable to the government or to the citizens, including research workers in the latter category.

The Basic Core of an Agency's Records

The basic purpose must be to preserve those series that represent vital interests of the government or the people, and those records that adequately document the operations of government agencies. For the latter objective the best approach is to analyze the structure and functions of the organization, and to retain those records pertaining to the most important elements. In doing so one will naturally hit upon the basic legal documents authorizing the agency's activity; the correspondence of its top officials (and correspondence is generally of more research value than administrators may realize); the minutes of its governing board or committee; a master file of organization papers, orders, instructions, procedural outlines, and published reports; unpublished reports of operating units; maps and photographs that define the scope of the agency's activities and illustrate their character; basic fiscal ledgers and evidences of payment; at least skeleton service records of its personnel, sufficient to document retirement claims and to support the biographies of key officials; and such records of its specialized operations as may be selected as best representing particular activities the agency was established to perform.

RECORDS RETIREMENT

Once records have become inactive for their original administrative use, what should be done with them? Retention means constant care, and even throwing them out is not always simple. The result of evaluation may show that records should be retained indefinitely, kept in intermediate storage for a limited time, eliminated periodically after stated numbers of years, or eliminated

at once. In most large offices the majority of the records can properly be disposed of at stated intervals - but the purpose of disposal is fully as much to protect the valuable records as it is to effect money savings in space.

As in evaluation the administrative agency should perform that part of the job that is closely tied to its current operations, but some phases of records retirement in large governments can better be performed by special agencies. When the emphasis ceases to be on current use and becomes a matter of longtime custody, analysis, and reference service then the job is one for a public records office or archival agency. This is true because the appropriations made to administrative agencies are for performance of the jobs they were created to do. In any agency except the records office or archives the care of records is not a main purpose but a contributory function. It is true also because the records office has specialists who can perform the tasks cited most economically.

Records to be retained indefinitely may, of course, be kept in the office where they were originally filed, as in county offices whose primary function is long-range recording of vital statistics or titles. But for most municipal and state agencies, as for those in the federal government, records of enduring value should go to a records office or archives. Some essentials of such agencies are discussed, from the point of view of the operating agency administrator, in the next section of this pamphlet. Still other alternatives are transfer to intermediate custody for a limited period of time, reduction of bulk by some means that preserves the essential content, and outright disposal. These merit further brief discussion here.

Intermediate Depositories

Records that need to be kept for a limited period for legal or fiscal reasons, that cannot be evaluated until more time has passed, or that are semi-current but too voluminous for the operating agency to handle in current working space may often be best handled in intermediate depositories. Significant developments in this field were made years ago by the State Archives of Illinois, and during World War II by the federal War and Navy departments. The essence of these depositories is that they provide economical though adequate facilities for protection of records, allow occasional use if necessary, and prevent uncontrolled accumulation - none of which are provided by "dead" storage.

Intermediate depositories are appropriate, for example, in large state or municipal governments. They may be directly under the control of operating agencies that have large records problems, or centrally administered by the archival agency. Depositories for records of industry, with the same objectives, are being developed by several large firms and by the National Records Management Council. Centrally administered depositories may provide facilities, the records remaining under the control of operating agencies (as in Illinois), or title to the records may actually pass to the depository authorities.

Reducing Bulk but Saving Content by Sampling

Saving of samples often solves records retirement problems by minimizing costs of preservation and still preserving the essential content of records. This may be worth while even in small organizations, but costs of preservation must be judged in relation to available resources, and may be more serious in small agencies than in large ones. Sampling may consist either of selection of

examples, or of statistically sound cross-sectional sampling. The former is useful for illustration of methods used in an office, kinds of problems encountered, forms used, and other needs that do not depend on quantity analysis. One might save examples of license application forms, civil service examinations, or building permits that would show types of construction. It would not be necessary to do this for any given time period or in any definite proportion.

One dangerous and uneconomical practice, to be used cautiously in sampling, is that of piece by piece weeding, especially in correspondence files. This is time-consuming, and the subjective judgment of one person is likely to cause uneven or incomplete selection. Furthermore, the value of the residue only rarely compensates for the cost of this kind of selection.

Cross sectional sampling is adaptable to records that may be used in statistical analysis. In the federal government, for example, income tax returns are far too voluminous to retain all of them; but selected blocks of the numbered series of returns from each Collector's office have been retained. Statistical studies of average incomes, fluctuation in incomes, and other data from these samples will give economists of the future cross-sections of the whole picture that are sound on the same basis as that of the public opinion polls. The same method might be used for inspection records, municipal tax files, mortgage and claim reports, and other local records, though it has not been applied widely so far.

Microfilming for Reduction of Bulk

Microphotography is the answer to records retirement problems in many cases; the test lies in determining which cases. It has the advantages of about 98% space reduction; speed of finding and using records if they are properly filmed; accuracy of reproduction in

preference to typing or other methods; and the possibility of providing security simply by making an extra copy of the film. But microphotography is not a panacea for all records ills. It frequently requires expensive preparation that offsets the savings, and if applied inappropriately may create prohibitive obstacles to use of the records.

Application of microphotography depends on which of several purposes is in mind. Initial creation of records on film, as in the billing process of many department stores, is one. Duplication in order to send copies of materials to some other place, or to avoid exposing originals to current use, as in the work of many libraries, is another. Records retirement by microfilm, in which paper originals are completely supplanted by film, is still different, and because of legal requirements may necessitate more evidence of what has been filmed, and when and why.

Preparation for Microfilming

Preparation that must be considered includes technical aspects such as provision of the proper film and cameras, assurance of careful processing of the film after it is exposed, and availability of devices for using the film. Cellulose acetate "safety" film is usually used. The National Bureau of Standards provides standard specification for film base, as it does for the chemical elements of processing. Various cameras are used, some taking single exposures and some high speed continuous machines. Readers for examining records once they are filmed vary widely and are developing rapidly; the same is true of printers for making paper images from the microfilm. All these technical operations except actual use may be done by photographic companies on contract, or equipment may be rented or purchased. These decisions depend on circumstances, and should

be carefully studied.

Preparation also involves getting records ready for filming. This may mean removing folders and clips, and it may include actual arrangement of disordered material and provision of a filing scheme. If the latter is true costs that are not really chargeable to micro-filming, but are necessary to its accomplishment, may make a job impracticable. In any event the order that records will take on the film must be decided and finding devices provided before the filming. The order cannot feasibly be changed afterward.

Legal Validity of Microfilm

Legal uses requiring submission of records as evidence affect many decisions as to microfilming and its methods. Most states and the federal government have statutes admitting microphotographed records as evidence in courts if certain standards are met. Laws of the appropriate jurisdiction should be carefully studied. Generally, courts will admit microfilm copies of records, on the rule of best evidence, provided that there are bona fide reasons why the originals are not available. In microfilming noncurrent records for space reduction, therefore, one should see that information is filed either on the film itself or in accompanying administrative records (1) identifying the original records so that a court will know they would have been admissible, (2) proving that the reason for destruction of the original was valid, and (3) indicating (usually by a camera operator's certificate) that all documents were filmed and (usually by a subsequent inspection record) that the processed film has been inspected and is complete and accurate.

Criteria for Deciding to Film

In deciding whether or not to microfilm, and how, several

questions should be asked. Are the records worth preserving on film? Will the total cost of microfilming and later use be less than the cost of preservation and use in paper form, including space costs? Can the records be so identified on film that they will serve as legal substitutes for the originals? Are the records of a type that it is practicable to microfilm?

Experience throughout the country has gradually shown that certain types of records are more suitable for microfilming than others. Long series of clearly organized and identifiable records, such as many forms used for a single purpose, are easier to film satisfactorily than varied and complex material like correspondence. Files in which the arrangement is clearly fixed by an easily used scheme, or bound volumes in which the paging provides definite order, are more suitable than loosely filed papers. Physical uniformity as to color, size, legibility of writing or printing, is important. How much the camera can do with given types of material will probably have to be determined by an experienced technician, as will the kind of finding devices provided on the film and other important details. The kinds and amount of equipment necessary will depend on the size of the job and of the office, what kind of people will use the material, and how frequent the use will be. These considerations are all vital, but should not imply that only large offices can use microfilm. Small organizations with non-professional staffs can often use it effectively, but they will need technical advice in getting under way.

Disposal Authorization

If evaluation shows that certain records can be eliminated, that action should be taken only with due authorization to protect the interests of the government and the taxpayers. Laws for dis-

posal authorization in this country were first passed to prevent wilful destruction of records to cover up fraud. Now they are based as well on the need for preserving accountability for general administration and on research needs for records.

Many state laws, like the federal statute, recognize that approval for disposal is a cooperative responsibility - and all of them should. Thus the usual pattern is a requirement that the agency possessing the records recommend their disposal to the public records office or comparable authority; the recommendation is passed upon by a panel consisting of the public records official or archivist, the attorney general or chief legal officer, and the auditor or comptroller; final approval is given by the governor or the chief executive officer of the governmental unit. In some states final approval must come from the legislature, as in the federal government. This is not to be recommended in the drafting of legislation, as disposal authorization is an administrative process and cannot be legislated. Final approval by the governor or other chief executive official is highly desirable as it gives weight to the responsibility for the care of records. Appraisal by the archival authority is essential.

When to Retire - Schedules

Action to eliminate or transfer noncurrent records should be a continuous program, rather than occasional outbursts caused by space pressure. Government offices are by nature long-lived; their officials change often. Thus it is useful to adopt disposal or transfer schedules, which amount to lists of records with the time each kind is to be retained, and what is then to be done with it. They avoid new analyses and appraisals by succeeding officials except for changes in types of records. Many series accumulate

under laws that have continuing effect, so that most records can be scheduled.

Retirement programs or schedules may involve two steps such as removal from current files to intermediate deposit, and ultimate disposal or transfer to an archival agency.

Much can be accomplished in efficiency of current operations by planning them in connection with retirement schedules. The filing of purchase orders and the related vouchers, for example, should be conditioned on whether or not they are eventually to be retained together, both disposed of, or to have different fates. Non-essential correspondence that can be defined clearly, such as requests for publications, can be separately filed and scheduled for disposal at stated intervals; but general correspondence that may include important policy material cannot be so easily scheduled, and in any event should be separately filed in the first place.

Means of Disposal

Simple throwing away of useless records is adequate in small offices, where there is no likelihood of misuse of the information in the records, and no salvage value to the materials. Confidential character of information in records may require that they be shredded or macerated before being salvaged, or that they may be burned. Personal supervision of the shredding or burning by a records officer gives added assurance. Waste paper contractors often are required to provide the shredding service. Waste paper, film, and sound recording material has salvage value if the quantity is substantial, especially in industrial areas.

Records of Disposal Action

Any removal of records from official files should be noted for the protection of the custodian in case need arises for certain records, and in case questions arise as to why papers are not longer present. Disposal actions should be recorded by reports, card files, or annotations on disposal forms or schedules. The series of materials disposed of should be identified, with the dates covered, the volume of the records, when and by whom eliminated, and by what authority. This information may be of legal value, and is often useful in justification of functions for budget and other administrative purposes.

ARCHIVAL CUSTODY

What should an official of an operating agency of government know about and expect of the agency that cares for archives? Such an establishment whether it be called an archives or a public records office is an essential of good government from the administrator's, the research user's and the general citizen's point of view.

What are Archives?

In the first place, by "archival" custody is meant the care for records intact as bodies of materials representing the organizations which created or received and filed them. The word "archives" may apply to the administrative agency or to the records themselves. To meet the definition the records should be kept in the arrangement of series set up by the office that originates the files, and not rearranged as individual pieces by subject. If a government does not have an archives or public records office the preservation

of archives may be performed by any other agency that has the interest and facilities to do the job. This may be an historical society or historical bureau. In the lack of any of these organizations especially equipped to care for manuscript material, libraries have often performed valuable service in preserving archives.

Offices having primary recording functions, such as county recorders, preserve and give information from archives, though they are not primarily archival agencies.

But many operating agencies of government do not normally keep or want to keep their non-current records. They are busy with the daily work that they were established to perform, and do not have the funds, the personnel, the facilities, or the time to care adequately for archives and to provide reference service on them. All too often, in fact, non-current records are a space problem to operating agencies, and unless someone has a special interest the records are treated instead of being given intelligent appraisal and handling. This is more true of fairly recent records, say fifty years old, than it is of older, more clearly valuable files. The ideal situation is for a well established archives to do the job.

Archives exist to preserve valuable records and to make them available to legitimate users. To do that best the archival agency needs to work continuously with the producing agencies, knowing the kinds of records they accumulate, being assured that current records management is adequate, and assisting in records evaluation and retirement. Thus any government official should expect agents of the archives to survey his files, to consult with him on their arrangement and protection, to participate with him in appraisal, to effect disposal authorization and to see that valuable records are transferred to the archives. Archivists can often give useful advice

on current records problems. In this way the archives is properly a part of the administrative organization of government, and one that can promote effective management.

Concentration of Archives

Centralization of archival functions in a complex government structure is often the safest and most economical course. This problem arises especially in the relation of county to state government facilities. State governments generally have better resources for protecting valuable records, are better able to employ full time trained personnel for archival work, and because of wider experience with users should provide greater breadth of knowledge in evaluation. Research students often find concentration of records from many counties convenient. The fact that county vital statistics records have the greatest interest to individual citizens makes peculiarly sad the tremendous losses by fire in past years in courthouses. Similar losses have occurred in state buildings, but not in archival buildings built as such.

Yet many county governments take such great pride in their valuable records that they have provided the best of facilities for them. This question must not be decided on any bias as to whether concentration or decentralization is always best. The records must be located where they can best be protected and used, and that depends in large measure on the interest taken in them by administrative officials, historians, or other persons influential enough to see that adequate provisions are made.

Whatever decision is made, two points are vital. First, provisions should be made for "security copies" of vital county records. This has been done in several states by making microfilm

or photostatic copies to be preserved at the state archives. Second, the state archives or records office because of its acquaintance with advanced methods and with the kinds and availability of county records throughout the state, should provide advisory service to the counties on preservation of records.

Transfer to Archival Custody

The actual transfer process should be simple, but sufficiently documented so that legal title is clear and that the receiving establishment knows what it is getting. Experience has proved that the archives should have some choice as to what it takes, which is usually manifested in a requisition on the agency producing the records. Such requisition should be given weight by clearly defined legal procedure.

Most important in the transfer procedure is the transmittal of a document describing the records, explaining their origin, noting any indexes or other finding devices, stating any restrictions on use, and signed by both parties as evidence of transfer. This is important for legal use when the archives produces records as evidence in court. It is vital to the archives to know what records it gets, their nature and value, how to use them, who may have access to them and under what conditions. On the last point the archival authorities should have some say, as they know many of the problems of access by experience.

Administrative Requisites of Archival Custody

The administrator of an agency transferring records to an archival agency has reason to expect that the latter will take good care of them and that he can get them back for occasional use if necessary. While he is not concerned in the details of archives

administration he can reasonably expect that the records he has produced will be kept in the order in which he filed them, as indeed they should be under basic archival principles. This is essential for his later administrative use, for validity of the records as evidence in court, and for their significance to research users.

The administrator will find it worth while to support the archival agency in its efforts to obtain resources in terms of trained personnel and physical facilities. It is to his interest to have the archives housed in safe buildings and equipment, kept readily accessible for use, and handled by intelligent people who will understand his needs. He should welcome their desire to know the history and activities of his agency, their interest in guarding the valuable records he produces, and their activity in promoting good records administration throughout the governmental structure.

Given this sort of cooperation by all agencies of the government, given a clear legal statement of functions, and given resources to work with the archives or public records office can be both an important arm of government and an aid to research that will produce in the citizens an understanding and appreciation of government.

WHAT A PUBLIC OFFICIAL SHOULD DO ABOUT RECORDS

The following steps should be taken by any public official either on taking office or on becoming aware of the importance of records administration:

1. Learn the laws and regulations governing records creation, handling, use, disposal and preservation.
2. Get acquainted with the officials of the archives or public

records office of the government, or in lieu thereof with a historical society or library that will take an interest in public records.

3. See that receipts for records are given to the predecessor when a new official takes over, in exchange for a descriptive list of the files of the office.
4. Appraise the personnel handling records, and see that they are adequate both as to competence and as to number.
5. Learn the general character of the files and the part they play in procedure.
6. Make or have made at least every two years, or better on a continuous inventory basis, a detailed survey of records on hand, providing information on titles of file series, descriptions of the records, their volume and rate of accumulation, method of arrangement, space and equipment used, available indexes, accessibility, restrictions on use, frequency and purposes of use, and existing practices of disposal or transfer.
7. Effect improvements in procedures if necessary for economy, protection, maximum utilization of records, or effective records retirement.
8. Provide a detailed manual of operating instructions.
9. Evaluate records on hand and in process of accumulation, and consult with legal and archival authorities on disposal or transfer.

OBJECTIVES OF RECORDS LEGISLATION

Uniform wording of legislation is not feasible in as broad

a field as that of records administration or with as great a variety as exists in the legal systems of state, county, municipal, and local government. The following major objectives, however, may be outlined:

1. Responsibility of public officials to create and maintain records of their policies and activities to provide accountability to the electorate.
2. Definition of records (See section I of this pamphlet).
3. Safe custody in possession of responsible offices and in protective filing equipment.
4. Creation of important records on durable paper or other medium and with durable ink, emulsion, or other medium.
5. Supervision of standards of care for records by state authorities, extending to state, county, municipal, and local government.
6. Responsibility for maintenance in adequate arrangement and with due accessibility to the public.
7. Requirement that each outgoing public official deliver the records of his office to his successor, each retaining a copy of a descriptive inventory and a receipt.
8. Provision for furnishing certified copies of records for reasonable fees; and for admittance of certified copies (whether on paper, film, or other medium) as evidence in courts of the appropriate jurisdiction.
9. Disposal of official records, or alienation of title, only on recommendation of the administrative official concerned; appraisal by the chief legal officer, the chief fiscal authority, and the archival authority; and final authorization by the governor or other chief executive official.
10. Penalty for unlawful disposal or alienation of official records,

including their removal by outgoing officials.

11. A means by which the archival authority can recover by court action public records that have passed into private hands.
12. Provision for transfer of records to intermediate depositories for custody, service, analysis, and evaluation pending their disposal or transfer to archival agency.
13. Provision for transfer of valuable non-current records to the archival agency, with legal documentation of custody and descriptive inventories.
14. Transfer of non-current valuable records of county and other local records to the state archival agency, or making of copies on paper, film, or other medium for security preservation in state archives.

(Note to Committee members: This is the first draft of this list of references. I would like to make it short, and to limit it to items easily available; but the latter is hardly possible. Please suggest additions or deletions. PCB)

REFERENCES

Many references useful in records administration are available in state libraries, public libraries of large cities, and the libraries of state archives. The references suggested below do not constitute a complete bibliography, but rather a list of some of the most useful items. Inquiries as to the availability of the materials not found in libraries should be addressed to their publishers. Answers to many questions on records administration may be given, or the questions referred to other specialists, by the Secretary, the Society of American Archivists, Box 203, Williamsburg, Virginia; or the National Archives, Washington, 25, D. C.

Two important periodical issuances should be noted on all phases of records administration:

1. The American Archivist, published quarterly by the Society of American Archivists. This journal includes an annual bibliography of writings in the field, a section dealing with microphotography, and special articles such as the following:

A. R. Newsome, "Uniform State Legislation," 2:1-16
(Oct. 1939).

Committee on Uniform State Legislation, "Proposed
Uniform State Public Records Act," 3:107-115
(Apr. 1940).

Christopher Crittenden, "The State Archivist Looks
to the Future," 8:185-193 (July 1945).

(Cont. of articles in The American Archivist)

Committee on Uniform State Legislation, "Model Bill for a State Archives," 10:47-49 (Jan. 1947).

Lester J. Cappon, "A Directory of State Archival Agencies," 10:269-277 (July 1947).

Mary J. Christopher, "Trade Journals," 10:284-286 (July 1947).
(A review article on trade journals and filing association bulletins useful in records administration).

Henry H. Eddy, "The Responsibility of the State Archivist to Other Officers of his State Government," 11:28-35 (Jan. 1948).

Daniel F. Noll, comp., "Selected Bibliography on Microphotography," 11:150-153 (April 1948).

Philip C. Brooks, "Archival Procedures for Planned Records Retirement," 11:308-315 (Oct. 1948).

2. Margaret C. Norton, "Archives of Illinois," in Illinois Libraries, published monthly by the Illinois State Library, Springfield, Illinois. Miss Norton's section of this bulletin has for more than ten years presented valuable guidance on all phases of state, county, and local records administration.

3. Annual Reports of state archives, notably those of Maryland, Delaware, North Carolina, and Mississippi, and of the National Archives at Washington contain notice of current developments, administrative and technical.

In addition the following individual items will be found useful. Other articles on records administration appear in most of the periodicals cited:

4. American Historical Association, Public Archives Commission,

The Preservation of Local Archives; a Guide for Public Officials. Washington, D. C., 1932. 16 p. (Still a valuable brief statement, even though not up to date in some details. A few copies are still available from the Secretary of the Society of American Archivists).

5. Albert B. Corey, "Records Obligations of Local Government Officers," Town Clerks Topics (91 State St., Albany, New York), 5: no. 4, p. 1-4 (Oct. 1946).
6. Christopher Crittenden and Doris Godard, comp. and ed., Historical Societies in the United States and Canada; a Handbook. Washington, D. C., The American Association for State and Local History, 1944. (For information on historical societies that do or may serve as local archival agencies).
7. Victor Gondos, Louis A. Simon, and William J. Van Schreeven, Buildings and Equipment for Archives, National Archives, Bulletin No. 6. Washington, D. C.: National Archives, 1944. 32 p.
8. Interagency Records Administration Conference, "Records Management in Private Industry," by Bernard L. Brown, Frank M. Root, and Thomas L. Prather. Washington, D. C., 1948. (One of the transcripts of monthly meetings of the Conference, which deals with records problems in the federal government. Information on availability of other issuances may be obtained from the Secretary of the Conference, at the National Archives, Washington, 25, D. C.
9. Harold Jacques, "The Keeping of Public Records," Town Clerks Topics, 8: no. 4, p. 1-4 (April 1949).

10. Harry W. Ketchum, "Cost Factors in the Records Department,"
Office Management and Equipment (Andrew Geyer, Inc.,
260 Fifth Ave., New York City), 8: no. 12 (Dec. 1947).
11. Adelaide Minogue, The Repair and Preservation of Records,
National Archives Bulletin No. 5. Washington, D. C.:
National Archives, 1943. 56 p.
12. Municipal Finance Officers Association (1313 E. 60th St.,
Chicago, Illinois), The Preservation of Public Records.
Chicago, 1944. 12 p.
13. National Archives, Disposition of Records. Washington, 1949.
(A manual for records officers in the federal government).
14. National Fire Protection Association (60 Batterymarch St.,
Boston, Mass.), Protection of Records. Boston, 1947.
63 p. (A revision of an earlier publication of committee
reports, giving detailed guidance on classification of
records by value for protection, and methods and equip-
ment for protection.
15. New York, State Education Department, Report of Advisory
Committee on New York's State Records System. Albany,
1947. 15 p.
16. Daniel F. Noll, "The Present Legal Status of Microphotographed
Business Records," Journal of Accountancy, :28-33
(July 1948).
17. Pennsylvania Economy League, Berks County Branch, Better
Recording at Less Cost Through Photography. Reading,
Pa., 1948. 38 p. (Detailed statement of methods and
costs of current recording by photocopy and reduction
by microphotography in a county office).

18. Ernst Posner, "The City and its Records," National Institute of Town Clerks (City Hall, Perth Amboy, N. J.) News Letter, Sept. 28, 1948.
19. Harold Pritchard, "Records for a Treasurer's Office," municipal Finance (journal of the Municipal Finance Officers Association), 14:6-9 (Feb. 1942).
20. Earl P. Strong and Margaret K. Odell, Records Management and Filing Operations. New York: McGraw Hill, 1947. 342 p. (An operating handbook for records offices, intended primarily for private industry).
21. Vermont, Public Records Commission, First Report to the General Assembly. Montpelier, Sept. 1, 1944. 46 p. (Includes a report, made after a detailed survey of state records, by Henry Howard Eddy, and a memorandum by Harold S. Burt).
22. War Department, Records Administration: Microfilming of Records, Technical Manual 12-257. Washington, D. C., 1946. 94 p. (A statement of general principles followed by detailed operating procedures).
23. Bertha M. Weeks, How to File and Index, New York: Ronald Press, rev. 1946. (A standard manual).

August 2, 1949

Dear Phil:

Your draft of the Records Administration pamphlet came just as I was working with the Civil Service Commission on some civil service examination questions for two archives positions. I wanted to stress records administration in one section of the exam, and the examiner used this pamphlet, so it has already been put to use.

You have done a splendid job this time and I really have no suggestions for improving it. As I went along I made some comments of things that came to mind and I am sending them along just as I scratched them off. I do not think they call for inclusion but you may use the thoughts if you wish.

I assume that I may keep the copy you sent me for my files but will return it if you wish.

So far I have not made a reservation for the Quebec meeting because it has not yet been decided who will go with me - I hope Miss Rogers, as usual.

Sincerely,

Miss Norton

August 1, 1949

Mr. Henry H. Eddy
State Records Officer
Division of Public Records
Room 221, Education Building
Harrisburg, Pennsylvania

Dear Henry:

Thanks very much for your prompt acknowledgment of receipt of my revised draft. I was sorry not to see you here last Monday so that we could discuss it. Noll tells me that you got stranded in Alexandria.

The other two acknowledgments that I have so far both indicate opinions that the pamphlet will be useful essentially in its present form. I am afraid that the main point you and I differ on is practically irreconcilable. I am convinced that in many county offices (such as those of the county in which I live) and certainly in state and municipal offices, the records are so varied and numerous that the pamphlet is applicable, and that records are not always defined in the limited sense that you mention in your letter—i.e., records that are open for public inspection. I believe we ought to say they shouldn't be. This distinction is covered in the pamphlet. The pamphlet is not written primarily for county clerks but rather for public officials at all levels of government. I would rather interest the county manager in Montgomery County, for example, than the clerk in the recorder's office. But I expect a more receptive audience in state and municipal offices and among students of public administration. I can not help being influenced in this by the enthusiasm of Mr. Simmons of the Public Administration Service, whose business is to attract audiences in the field of government and who should be able to judge the acceptability of a document to a wide range of readers.

We are equally convinced of the validity of our points of view, and equally determined not to be obstinate or unreasonable. Frankly, for this reason I have thought a good deal about the following paragraph in your letter of December 31, 1948: "Maybe the truth is that such a manual has to be brought out by one individual according to his best belief and allowed to stand or fall on its own merits. It seems quite possible that it may be easier to write the manual in a way which

will be acceptable than it is to secure anything like agreement among the members of the committee." It was for that reason that I suggested the alternative form of preface which would say frankly that the job is mine and yet give you and the rest of the group some appreciation for the liberal education you have all given me in the process. Whether the writing is really the product of one or of several the cautions against involved language, the arguments against inclusion of detail, the correction of errors, and other contributions of the group have been most valuable. I believe if the PAS should get out the manual promptly in that fashion, it would clear the air among us and leave the way open for any of several competent people in the Society, including Eddy, to write pamphlets on special phases of the topic. The PAS would cut them up.

Very cordially

Philip C. Brooks, Chairman
Committee on Records Administration

COPY for MCM

State of North Carolina
Department of Archives and History
Raleigh

August 3, 1949

Dr. Philip C. Brooks

...

Dear Phil:

Thank you very much for your letter of July 15, enclosing the copy for Records Administration in Public Service. I have not read every single word, but I have been through your material with a good deal of care, and I feel that you have done a fine job. The present draft is far superior to the two earlier drafts that I saw. I want especially to congratulate you upon your ability to make use of the advice and criticism that you received from the various persons who read your earlier drafts. I hope that the bulletin can be published as soon as practicable.

We want to purchase several hundred copies (possibly 300) for our department. To whom should I send the order?

With very best wishes, I am

Yours cordially,

(signed)

Christopher Crittenden
Director

- - - - -
Postcard: Portland, Oregon - July 21, 1949

Dear Dr. Brooks: Your paper and letter just arrived, too busy to go thru it now, will take it home tonight, and read it. Think the original cover best, also the preface. Do not know why responsibility should not be shared by a Committee that has done so little work, if they are to have credit on work done by you alone. Too bad to be so far out the the world as I am. This kind of work (the pamphlet) is interesting to do in collaboration, but writing letters not so much so. Will be interested to read the finished product. Sincerely, Beatrice Decker

(# Although I've sent Miss Decker, as other committee members, copies or correspondence, she is evidently not aware of the extensive time and care the other members of the committee have given-PCB)



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
STATE ARCHIVES
STATE MUSEUM BUILDING
HARRISBURG

August 2, 1949

Please address reply to:

Division of Public Records
Room 221 Education Building

Miss Margaret Norton, Archivist
The State Library
Springfield, Illinois

Dear Miss Norton:

Herewith is a tirade which I am addressing to my good friend Phil Brooks regarding his latest draft of the records manual. I am very much disturbed at the general tone of this thing and feel that if Phil rushes on to publication, we will be in real trouble.

This certainly is a bumptious and haughty attitude which I am taking on this thing, particularly for a person who is so relatively new to work with records. However, I did cut my teeth professionally in the local offices, and this manual of Phil's will very definitely offend local officials. I feel that it must be headed off.

I trust that your health is better than it has been at sometimes in the past, and that we will both get to Quebec next month.

Sincerely,

A handwritten signature in cursive script, reading 'Henry Howard Eddy'.

HENRY HOWARD EDDY
State Records Officer

HHE:rjs
Enclosure

August 2, 1949

Please address reply to:

Division of Public Records
Room 221 Education Building

Dr. Philip C. Brooks
4210 Oakridge Lane
Chevy Chase 15, Maryland

Dear Phil:

Strongly as I realize the need for a manual on records care, I frequently wish that nobody had ever come up with the idea, for I do seem to have to be so stubborn and negative about the thing. I still feel that this draft for the manual, fine as it is in spots, is way off the beam in many respects and even positively dangerous so far as local officials are concerned. You have been so immersed in the gargantuan problems of federal records that you just don't grasp the realities of the small records office. The average local records office consists of one elected official, a recorder, probate judge, county clerk, assessor, or whatever he may be, and about two clerks. In Vermont and other small states even the state offices are mostly that way. I believe that the Governor's office there has a total of three, plus the Governor himself, and last I knew the Public Utilities Commission had but three and the Secretary of State only about six. Other small states must be similar. To talk to such people about centralized files, records control and evaluation is to bring a lot of strange terms on them. I never heard those terms myself until I went to the NA. We need a philosophical manual for the big state offices, and you have a good start toward that, but my contention has been and still is that the small offices need utterly different treatment.

Most local officials are elected officers, and certain of them are very conscious of bearing a mandate from the people. Their attitude is very different from that of Civil Service appointees. Occasionally one appears who hates and defies any sort of "outside interference" and who will tear in and do rash things with records, make mistakes which cannot be remedied. Here in Pennsylvania a commissioner in Mercer County threw out a whole roomful of the older records, almost the whole thing from the beginning, to make room for a Red Cross headquarters and to help the scrap drive. It was illegal, but he did it. When I met with the Vermont Public Records Commission last June, they were trying to discourage the town clerk of Essex Junction from throwing out all tax and assessment records prior to 1935. They were bulky, he needed room, and nobody ever asked to see them. Officials like that exist, and you can imagine their reaction when they read your pages 24 and 25. They will be encouraged in their evil ways. The old figure about telling kids not to put beans in their noses applies here with great strength. Probably such people would never see the manual and wouldn't read it

Dr. Philip C. Brooks
August 2, 1949
Page 2.

if they did, but even so, it could be dangerous. I greatly fear having it quoted back to me as having appeared with my name attached. The natural tendency is, and should continue to be, to follow legal requirements and not to try to adjust the universe according to the partially-understood philosophy which a local official might absorb from print. With this manual in his hands certain town clerks and county recorders would hope to become their own disposal officers, resentful of outside direction. In this instance, I am all for continuing the rule of established authority; I want to be the Pope.

Certain parts are just splendid. The section on microfilm I like very much, and pages 27 and 28 are excellent. "Disposal Authorization" on pages 36 and 37 is fine, too, as is "Means of Disposal", page 38, "Records of Disposal Action", page 39, and the discussion of archives agencies on page 40. The paragraph in the center of page 43 is a masterpiece and sums up most clearly the eternal truths of archiving, the central idea which I would have promulgated in the manual as I outlined it several years ago. All these sections are clear and helpful, but I have gone over this repeatedly, and find that the rest of the manual just doesn't stand analysis when one comes to it from the viewpoint of the local official and from that of many state officials.

You set away to a very bad start during the first few pages by using a definition of records which will be most unusual to many of your readers, common though it may be about Washington. From the point of view of most lawyers and local public officials, your discussion of "What are Records?" on page 3, and also on pages 1 and 2, is so novel as to be startling. It comes from your own experience with federal files and applies but slightly to local records. I cannot turn on the spigot and express the thing in definitive form, but their conception of records, and one much nearer the truth than this discussion of yours, would be something like this:

Public Records, in the common sense of the term, are official documents which protect the rights of the citizen and witness his relationships with other individuals and with agencies of government. Notably, they witness his ownership of property, his right to vote, his birth or adoption, his marriage and perhaps his divorce, his death and the disposal of both his body and his estate. Records of these and many other types exist, and in a civilized land must exist, in public offices. As society becomes more complex and the life of the individual comes more and more to tie in with the community, the variety and volume of records tend to increase, also. Today we find in public offices records of such more personal incidents as the occurrence of disease, pension and retirement rights, employment, and crop acreage.

Dr. Philip C. Brooks
August 2, 1949
Page 3.

In public offices there also accumulate records of a somewhat different type, those which reflect the activities of officials as they transact the public's business. There must, of course, be clear and positive evidence of the collection and disbursement of tax money and of the work done by public servants. It is by means of such records that public officials in a democracy can demonstrate the honesty and efficiency of their administration of public trust. Such records are the tools of administration etc. etc. etc.

Having worked for years with federal records, you miss the fact that the varieties of records which are central to you are merely peripheral to the local official. He is not greatly concerned with "written or graphic materials that accumulate in public business and provide evidence of activities." He wants to be able to find a birth record so as to get old man Jones an old-age pension, to be able to locate the plot number of the grave of that pauper they buried last year, and to check to see if all orders issued by the Commissioners prior to January 1 have yet come in. His approach is utterly practical.

You have tried to simplify your diction, but it is still very heavy. To reach local officials you must put yourself in their situation and also talk their language. Say "care of records" and not "records administration," "responsible officers" and not "administrators," "handling public business," and not "public administration." Away from Washington nobody talks about staff and line functions and administrative control, although we know perfectly well that the boss runs the office.

You have put a lot of time and toil into this manual, and the result is evident in several excellent sections, notably those which I have pointed out above. Considering all this, I feel particularly brutal and stubborn in saying that I feel that it just won't do. In spots, notably in the evaluation section where you are in your specialized field and just let yourself go on and on, it is too verbose and extended; in other spots I felt that the clear and simple explanatory portions which should ease the reader into a section have been unwisely saved until the end of the section, and throughout the diction still needs revision, requires salt and leaven. I hope that you will not rush this into print under pressure, for if you do, we will all have regrets and some of us will be greatly embarrassed.

As you well know, I have felt all along that you were attempting an impossible task in trying to write one manual to cover the whole field. I felt that the thing to do was to write a state manual, and I still think so, but you have gone farther than I thought possible and have really thought through and expressed a lot of useful points.

Dr. Philip C. Brooks
August 2, 1949
Page 4.

I will concede that you now have a chance of doing what I thought was impossible, but I certainly do not feel that you have attained the goal yet.

As a newcomer to the field of records, one who has played in luck but still has a whole lot to learn, I feel most ungracious in presenting my views with such frank brutality. However, the letters from Crittenden, Flick and, especially the one from Miss Norton, regarding the earlier draft appear to say the same thing excepting that they are somewhat more vague and polite than it is my nature to be. Among friends, where I feel sure that my motives and basically genial nature will be understood, I do not believe in pulling punches. We do need to produce a good manual, and we are on the way to getting one, thanks to your prolonged ordeal of blood, sweat and tears. Power to you!

Hope to see you in Quebec.

As ever,



HENRY HOWARD EDDY
State Records Officer

HNE:rjs

cc: Miss Norton
Miss Decker
Mr. Crittenden
Mr. Flick

THE SOCIETY OF AMERICAN ARCHIVISTS

CHRISTOPHER CRITTENDEN, PRESIDENT
STATE DEPARTMENT OF ARCHIVES
AND HISTORY
RALEIGH, NORTH CAROLINA

August 5, 1949

~~ADDRESS COMMUNICATIONS TO:-~~
~~LESTER J. GAPPEN, SECRETARY~~
~~P.O. BOX 200~~
~~WILLIAMSBURG, VIRGINIA~~

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

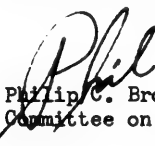
Dear Margaret:

Thanks very much for your good letter of August 2, and for your kind comments on the revised draft pamphlet. The suggestions on your slips of paper are good and I believe I can work them all in—though I'm not sure yet how to say "beware of filing system salesmen!"

I'm trying to keep all the committee members informed by sending around copies of correspondence—hope it's not too burdensome. I'm sorry not to be able to come to a better agreement with Eddy, but feel very strongly that the thing for me is to go ahead and put out what I can. Any further attempts to reconcile my plan with his, which is really basically a different job, would ruin both and get me thoroughly fed up on the whole project.

It is good to know that you plan to be at Quebec, and I look forward to seeing you. My chances of being able to go are, I would guess, about eight out of ten.

Very cordially



Philip C. Brooks, Chairman
Committee on Records Administration

Copy for MCN

August 5, 1949

Mr. Henry H. Eddy
State Records Officer
Division of Public Records
Room 221, Education Building
Harrisburg, Pennsylvania

Dear Henry:

Since my letter to you of August 1 crossed in the mail yours to me of August 2 our correspondence is now somewhat complex. To keep it from becoming more so let me say now that I stand on my statement of August 1. It should be possible for me to re-revise ~~it~~ in such a way as to offset your fear that I might be encouraging officials to throw records away without due consideration. It should also be possible to make some other clarifications thanks to your further suggestions. In trying to reconcile your definition of "public records" with mine of government records in general, however, or your concept of an operating manual for a state archives or one exclusively for county clerks with mine of a general statement of principles, I am afraid we have reached the point of diminishing returns. I still hope to have comments from the committee members on my alternative suggestion for the wording of the preface.

As always, cordially

Philip C. Brooks, Chairman
Committee on Records Administration

August 9, 1949

Mr. Philip C. Brooks, Chairman,
Committee on Records Administration,
The Society of American Archivists,
4210 Oakridge Lane,
Chevy Chase 15, Maryland.

Dear Phil:

I quite agree with Mr. Eddy that it would be dangerous for this manual on records administration to fall into the hands of county officials. However, I have never been able to find the common denominator between local records and State or Federal Records. As Mr. Eddy says, the average county official should not be allowed to destroy records promiscuously, because most of the county records should be considered permanent records.

What we need is a second manual especially addressed to the county officials and you will recall that while I was President of the Society, I appointed a committee to compose a manual particularly for the use of the county officials. What the committee tried to do was to include in this manual only articles already published which they thought to be pertinent. The next year the committee was requested to continue from that point and to write a new manual. The manual was never forthcoming, and I am not too sure that the committee was ever reappointed.

I still think your manual will be useful even in the smaller states. It seems to me that the problem could be very nicely taken care of by changing the title from "Records Administration in Public Service", to "Records Administration for State and Federal Officials", and include in your introduction an explanation that this manual should not be applied to county and local records procedures and why. Perhaps Mr. Eddy can help you word that.

I feel that your manual should be published as soon as possible as it stands, because the local and state officials are now destroying records with and without permission and advice from archival authorities. The sooner we get a good explanation in their hands about ⁴Records administration consists of the better things will be.

In my last letter, I did not answer your question as to which introduction I would prefer. It seems to me that it would be better to use the second one which gives you the credit for the

Mr. Philip G. Brooks

- 2 -

August 9, 1949

work, and not because I am not willing as a member of the committee to take any blame, but because actually you have done all of the work. The rest of us have simply been seated in the bleachers and have thrown pep bottles at the umpire.

Sincerely,

MARGARET G. MORTON
Archivist.

MON:dob

cc: Mr. Howard Eddy



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
DIVISION OF PUBLIC RECORDS
ROOM 222, EDUCATION BUILDING
HARRISBURG

August 11, 1949

Miss Margaret C. Norton, Archivist
The Illinois State Library
Springfield, Illinois

Dear Miss Norton:

It is a relief to read the carbon copy of your letter to Phil Brooks and to find that you share at least some of my alarm about the current draft for the manual. My reaction was so pronounced that I feared that I was caving off into an anti-social and highly disagreeable state of mind in which I could not fall in line with even so good a friend as Phil Brooks.

With characteristic wisdom, you make some excellent suggestions. The change in title would be extremely helpful, and I have always felt that there should be two very different manuals. Unfortunately, Harold Burt, who certainly knows a great deal about local records, appears to be unable to transfer his know-how to the printed page, and I suppose that Hugh Flick, who is now in the movie business, is no longer available for such a major contribution. I, myself, am not competent in local records, in spite of the lordly way in which I have clubbed Phil Brooks, but I do hope to write and publish here a manual for Pennsylvania local officials one of these days, something very brief and to the point and with a down-to-earth approach to the particular records which we have in our own local offices. Such a manual would not be particularly useful in either New England or the deep South, but it might help in some adjacent states where the records system is similar. This manual is still a dream, and heaven knows when I can work my way to it. The Pennsylvania Economy League is hot for it.

Your figure of throwing pop bottles at the umpire is far too mild. What I have been doing is more like chasing the pitcher with a bat!

Hope to be seeing you at Quebec.

Sincerely,

Henry Howard Eddy
HENRY HOWARD EDDY
State Records Officer

XHE:rjs

cc: Dr. Philip C. Brooks

Brooks

4210 Oakridge Lane
Chevy Chase, 15, Md.
August 14, 1949

Miss Margaret C. Norton ✓
Mr. Henry H. Eddy

My Dear Loyal Opposition:

This is just to acknowledge your latest brickbats. We're leaving on a two weeks vacation tomorrow, and when we get back I should be in a fresher state of mind to give the draft a final working over. You may be sure that I shall do what I can to meet your cautions, insofar as I can without changing the basic plan - on which after all I feel that I've been consistent and at the same time open minded ever since the job was requested of me by the PAS.

I can't help making one comment here, though. I hope you don't really mean you think the pamphlet (it isn't a manual for anybody, by the way - I interpret a manual as operating instructions) will encourage people "to destroy records promiscuously". A good share of it stresses the importance of careful selection,

All who have reviewed the draft except Henry now recommend getting it out as soon as possible, and that I propose to do. One alternative I haven't suggested, and still hesitate to suggest, is omitting the names of my advisers in the introduction - yet I don't want anyone to feel obliged to have his name on the document. Those who have commented on the point except Miss Decker (i.e. Norton, Chatfield, Crittenden, and Cappon) favor my second alternative introduction, which expresses my real appreciation of all the advice, and at the same time puts all the blame on me.

Very cordially


Philip C. Brooks

August 19, 1949

Mr. Philip G. Brooks,
4210 Oakridge Lane,
Chevy Chase 15, Maryland.

Dear Phil:

Probably the distinction between the county records about which Mr. Eddy and I are concerned and the type of records you are discussing in your brochure is that most State and Federal records are such as can be described as the by-product of administration, whereas most county records are registers of fact. Records which are primarily administrative records have a diminishing value as the purposes in connection with which the records came into being are achieved. Registration of real estate titles for instance are as useful 100 years hence as at present. In other words the primary purpose of the principal county archival series is to register facts of permanent value. One cannot labor the point too much because of course the county officials do also create records which are chiefly administrative such as tax records. Ordinarily tax records are primarily of historical value. In Illinois and most other states tax records are not considered of permanent value and may be destroyed after a period of years. Perhaps that distinction could be work in somewhere in your introduction as a part of the effort to make clear that most of what you say about the records administration is applied to county records.

I realize that your book is not an operating manual. What the county officials need is just that. I hope you do not receive this until you have returned from your vacation refreshed. You certainly have been "Big" in the way you have stood up to such severe criticism as the members of the committee have given you because of your work. It just because we knew that you would take it in the spirit in which it was offered that we felt free to give what we hoped to be constructive criticism.

Sincerely,

MARGARET G. NORTON
Archivist.

MCN:db

Dear Margaret-

This is really pre-Quebec business. I have been meaning to let the panel know what main changes I made in the records admin. draft. Practically all your suggestions were valuable and I followed them. The draft is at the Public Admin. Service and I hope the leaflet will be out before long.

POP

A large, stylized handwritten signature in dark ink, possibly reading 'J. B. B.', is written over the typed name 'POP'.

September 1949

Major Changes Made in Draft of Records Administration
Leaflet - From June 1949 Draft

Numerous small changes were made in the draft, mostly at the suggestion of the panel of committee members and former members. These are the most substantial changes, and practically all of them are designed to meet as far as I consistently can the suggestions of committee members as to emphasis, interpretation, and the like. In judging their adequacy please remember that no one of us could be completely upheld in his views on every point - not even I; also that the foreword has been revised to read that it is done by me "with the advice and assistance of the following members and former members of the Committee, though they do not share responsibility for points of emphasis or judgment expressed". The draft will be subject to editing by the Public Administration Service editorial office, but I gathered from Mr. Symons, who has reviewed the draft, that the editing is not likely to be drastic.

Page 3 - line 3: What kind of forms, for example, should be devised...

11.9-10: Do they have research or other value that warrants their being kept indefinitely?

Page 4 - next to last pgh.: This definition of records is much broader than that used in most county governments to define those "public records" that must be kept a long time and open to public inspection, such as deeds, mortgages, vital statistics, and minute books. It is a practical ...

Page 5 - line 2: ...government agencies, as well as marriage registers and title or tract books.

last pgh.: All these devices have contributed to a trend away from entering records into books (other than county records of the register type), or binding sheets...

Page 13- line 10- The filing of records usually involves decisions, which can best be made by the persons who do the work and know the needs, as to...

Page 22- line 18- This means that many administrators and every records official should think about selection, with due regard for legal requirements. The difficulty...

Records usually must be retained either because the actual pieces of paper have intrinsic value for their connection with some important person, event, or period; or because the information contained in the records is important no matter in what form it is ...

Page 24- line 11- ...parts in the task, and no one official should be allowed to act alone. The administrator...

Page 33- line 20- ...will give economists of the future cross-sections of the whole picture that can be used in much the same way that public opinion polls endeavor to measure the whole from a few selected indications.

Page 35- line 22: (2) proving that the reason for destruction of the original was free from suspicion of fraud, and ...

In the list of references the following items were added:

Daniel F.Noll, "The Microphotography of Current Court Records,"
The American Archivist 12:267-270 (July 1949).

City of Los Angeles, Bureau of Budget and Efficiency, Control and Preservation of Records and Files. Los Angeles, 1948. 26 p.

OTHER ARCHIVISTS AND LIBRARIANS, 1949

ILLINOIS STATE LIBRARY
SPRINGFIELD

EDWARD J. BARRETT
SECRETARY OF STATE AND STATE LIBRARIAN

8 July 1949

HELENE M. ROGERS
ASSISTANT STATE LIBRARIAN

Mr. Keator

Memorandum to: Miss Norton

From: Miss Rogers

Would you please write Mr. Keator (Pennsylvania) and tell him about your visit with Mr. Beeson, Historical Unit, Michigan State Library, as to how they function, etc.

✓✓✓
(HHR 8)

Helene M. Rogers
Assistant State Librarian

July 13, 1949

Mr. Alfred D. Keator,
State Library,
Harrisburg, Pennsylvania.

Dear Mr. Keator:

We were sorry that you were unable to join us in the trip to Lansing. I suspect to most of the state library group this was the most profitable part of the meeting, because the group was small enough to enable the discussion of many of their problems informally. I spent the afternoon with Dr. Beeson of the Michigan Historical Commission. Miss Rogers thought you might be interested in my telling you something of that visit.

Dr. Beeson's office is on the 6th floor of the State Office Building, the same building in which the State Library is housed. The State Office Building is just what the name implies, a building designed for offices. Dr. Beeson's office has windows only on the west side and if he had a fan I did not see it. He has possibly more than one room, although the one I saw was a room about twenty-five feet square, partially partitioned off by book shelves to make a little cubby-hole for a private office for him. Around the top two shelves of the book cases which lined the room are a number of paste board boxes about the size of library pamphlet boxes, which contain all the Archives collected by the Commission. Dr. Beeson has no idea what is in these boxes. I took one down at random, and it appeared to be some not very important correspondence about appointments by the Governor and dated back in the 1880s. It is my guess that the material is not very important.

I don't know whether you know much about the history of the Michigan Historical Commission. For nearly fifty years Dr. G. Fuller sat in the office drawing his pay and occasionally issuing a volume of articles on Michigan History. He retired several years ago, and Dr. Beeson, formerly of the Minnesota Historical Society began the development of the Commission. He has had to start at worse than scratch. He is concentrating on building up the Michigan Historical Society, of which he is ex officio secretary. You probably receive his quarterly magazine Michigan History, which is a very good popular historical magazine. Dr. Beeson is trying to tie in with local historical societies by an arrangement whereby members of these local societies automatically become members of the state society. This is the reverse of the usual procedure which tries to make members of the state societies become members of the local societies, which has the advantage over the usual procedure in that the local societies get their full dues plus the advantage also of their members being also members of the state society, so they have some incentive for helping the state society to grow. The Detroit Historical Society is particularly active right now. Dr. Beeson gave me the figures for the increase of growth but I have forgotten them, except that I do remember that Michigan is at present one

July 12, 1949

of the largest state historical societies in point of membership. Most of the work they are doing is similar to that of other historical commissions, namely publications, pilgrimages, markers, etc. Apparently no attempt is being made to build up a library of historical books and manuscripts since the Michigan State Library has a department devoted to Michigan History and Genealogy. They have annual historical work shops similar to those of New York State held at a lake resort. Unless I am mistaken the Commission does not collect manuscripts in the field. The Michigan Historical Collection at the University of Michigan has done a good deal along that line, and I assume there is some working arrangement. Dr. Beeson sees the necessity of having an Archivist, but so far has been unable to sell the Budgetary Authorities on the subject. Most of our time was spent in discussing archival problems and where to start.

I was sorry that I did not get or make an opportunity to ask you what disposal was made of the Pennsylvania Archives when they were turned over to the Pennsylvania Historical Commission? Since the old archives department seemed to be a well defined, physical division, I presume the records in that department were turned over in toto. The stumbling block to an Archives department in New York State is the unwillingness of the State Library to turn over to any one the old records already in the Department of Manuscripts and Archives. It was the recommendation of a commission of which I was a member, that the Historical Manuscripts remain in the State Library, but that eventually when an Archives building should be erected, the archives proper should be transferred to the custody of the archivist. How have you handled the question in Pennsylvania? I think the State Library relinquished the Historical Manuscripts as well as the archives it had collected to the Historical Commission, and retaining the function of collection historical books and manuscripts for the State Library.

It was good to see you again though I was distressed to hear that you are having to be careful of your health. Although my own physician tries by the hour to sell me on the idea that I must learn that I cannot at my age do everything I did at twenty, it always comes as a distinct shock to learn that my contemporaries are having to slow down. Because both my Father and Mother lived to be well along in the 80s, I assumed that I could look forward to doing just what I wanted to for another twenty years yet, but I find I cannot. My Father lived for sixty years with a bad heart, so I hope you will have the same experience.

Sincerely,

MARGARET C. NORTON
Archivist.

MCN:dob

*Miss
Kellar*

December 6, 1949

Dr. Herbert A. Kellar
401 Fullerton Parkway
Chicago, Illinois.

Dear Herbert:

Miss Rogers read me your letter reporting on the oral examination for archival assistants and I want to join her in thanking you for serving and for doing it so conscientiously. I have not met the persons who took the examination except our Mr. Cassidy and my friend Ernest East, but your reaction to them was the same as my opinion. I do not know what is to be done about appointments so will not comment on that. I agree with you in the matter of salaries- one small archival agency has two assistants who get more than I do. However, too large salaries increase political pressures sometimes. Miss Rogers has tried very hard to get the State Library on a professional basis, but that is taking time. I realize that the examinations set were probably a little stiff for what we could pay, but we wanted no question that this was a bona fide examination for archives. We seem to be the first archival agency in the country to have an assembled written examination and it may be copied elsewhere.

This year I shall have to miss the American Historical Association again. I had hoped to go since there are not many members of the Public Records Commission left and they are celebrating the 40th anniversary. Of course, I was one of the last group of members, coming onto the commission three or four years before it was dissolved. But it is not possible for me to be away just now.

It was good to see Lucille and Alecia and you at Quebec, though we did not see too much of any of you. But we will be seeing more of Lucille from now on, I hope.

Sincerely,

Miss Norton
November 1, 1949

Dear Miss Norton,

It's nice that you could have a real vacation, in which to forget libraries and archives. I'm sorry you could not have seen more of the family, but both of us had pretty full schedules. Since the Quebec meeting, there has been a regional A.L.A. conference at Swampscott. Dorothy and I got down for several meetings, but did not stay overnight. One session which I attended was devoted to book collecting, another to censorship. Mr. Lord, the new President, reported on his trip abroad with the Town Meeting of the Air program. So you see, we have had our fill of meetings for the time being.

Mr. Shipton sent the librarian of the American Optical Co. over to see me yesterday. It seems she has been asked to draw up a program for the care of their records, so she is visiting various libraries and businesses which have had similar problems. We ran into Prof. Cole, who told her to be sure to get in touch with Mr. Leahy...We are continuing to get in small amounts of material...I have been asked to look after the Business School Archives; there is considerable material (at present, mainly publications and papers of professors), scattered in several places.

I am enclosing a copy of the picture, taken at the Citadel. Our adventure in the bus now makes quite a story, though it was at the time not quite so amusing. Unfortunately, I did not do as well with my movies. Something happened to the camera adjustment (unknown to me) after the first twenty feet.

Mr. Mitchell and Mr. Riley were commendably brief at the Special Libraries meeting at the Massachusetts Historical Society. They allowed plenty of time to look at the building, but I went directly home, because of my cold. Eventually I recovered my voice.

Please remember me to your associates who took the trip East.

Sincerely yours,
Robert L. Lott

November 26, 1949

Mr. Robert W. Lovett
1673 Commonwealth Ave.
Brighton 35, Mass.

Dear Mr. Lovett:

Thanks so much for the picture taken at the Citadel at Quebec. So often one never sees the pictures taken in such groups. I think we ought to have it a rule that anyone taking movies at the S.A.A. meetings should bring the pictures to the next meeting.

The past couple of months have been very busy ones for me and I am just now beginning to see day light. That explains why I have been so slow in acknowledging this picture and your last note.

On my vacation I did not do much but loaf. I had planned to go to the Finger Lake region in New York for my vacation this year, but my vacation coming so late in October and being still tired from our auto trip East, I just stayed around home. I went to Chicago, the only overnight trip, then took some one day drives out from Springfield. Mostly I just took it easy. My friends have all told me how bored I would be if I were to retire, but I found out differently. A year ago I thought I wanted to retire at the minimum age, a year and a half from now, but with improved health I am enjoying my work again.

Last week I went over to the University of Illinois (one hundred miles away) for two days, making speeches to several graduate history and faculty groups. Before the war I used to move about quite a bit talking about archives, but since haven't been called upon so often. It was great fun being in an academic atmosphere again. You have no idea how isolated one is in a capital town away from a university. I suppose I miss it more because I was raised in a college town and cannot remember when I did not go to college affairs. There are just as many specialists around Springfield in government work, but we are all busy and there is no focal point so we don't get to know each other. But as my friends pointed out, probably the series of parties given in my honor at Urbana were the only times the faculty have got together themselves socially this autumn.

So far I am not planning to attend the American Historical Association meeting at Boston this Christmas, but I may go at the last minute. I hope if I don't get there, that there will be other opportunities to get really acquainted with your family.

By the way, I am program chairman for the next S.A.A. Any ideas?
Sincerely,

GRACE M. SHERWOOD
COMMISSIONER



STATE RECORD COMMISSIONER
STATE HOUSE
PROVIDENCE

*Miss
Rhode Island*

December 2, 1949

Miss Margaret C. Norton
Dept. Head (Archives)
Secretary of State's Office
Springfield, Illinois

Dear Miss Norton:

Rhode Island, like many States, is faced with the problem of what to do with its increasing volume of inactive official records that have ceased to have sufficient administrative value to warrant their use of space and equipment.

Will you share your experience with us as to legislation, appropriations, equipment, housing, and personnel, necessary to such care? How do you determine what records are invaluable, that is, impossible to replace? Or those difficult to replace? Or those records that are troublesome to duplicate? What records are you authorized to destroy as useless?

Do you group your public records according to State departments, war enlistment, finance and so forth?

How much shelf space, in linear or cubic feet, do your inactive records require? Are such records centralized or are they retained by the various State departments and outside agencies?

What precautions are taken to protect records against fire, dampness or other damaging factors? If you have printed matter or statistics pertaining to 'dead storage' of records, we will appreciate copies.

We realize that you have at your finger-tips the answers to most of the questions we have asked.

May we assure you of our deep appreciation for your kindly assistance.

Sincerely yours,

State Record Commissioner

GMS:DDP

December 10, 1949

Miss Grace M. Sherwood
State Record Commissioner
State House
Providence, R.I.

Dear Miss Sherwood:

The Archives Department of the Illinois State Library classifies State records, from an archival point of view, into active, semi-current and non-current records. The active records are the immediate concern of the departments in which they originate, but the Archives Department offers advisory services in connection with the creation of records. More particularly, we try to make them see the necessity of creating records in such a way that compact and comprehensive forms shall be used, ephemeral records automatically segregated from permanent records, etc. In 1945 the archivist gave a course entitled: The Creation of Records. This was aimed at chief file clerks and office managers.

For the semi-current records intended for permanent preservation but which the departments need to keep under their immediate jurisdiction, we have a series of seventeen vaults, separate from the archives vaults, to which departments only have access. To prevent these being used for storage purposes only - they are too small and too expensive to operate as to airconditioning, etc. for mere warehouse storage - no records may be transferred to these Departmental Vaults without first clearing with the archivist, in writing. These vaults are operated like safety deposit boxes in vaults - the authorized departmental clerks come to us for the keys. We can control what goes into these vaults because we issue the key each time the department enters its vault. We keep no record of records removed from the vaults for temporary or other use, except that if a whole series were to be removed we would have to know about it.

Permanent records are accepted for the archives proper whenever the departments are willing to release them to us - our law being permissive. Usually the departments retain their records in their departmental vaults until those vaults are full. Thus, we are just beginning to get for the archives the records of certain departments though we felt the records in question might appropriately have been transferred to us in the first place. We estimate that less than 10% of the State's permanent records which are not in immediate use, are now housed in the State Archives Building.

The State Records Commission was created to make recommendations concerning the destruction of obsolete records. This Commission consists of five members: the archivist as president, the State historian as secretary, the State Librarian as a neutral party and two representatives of each department whose records are under consideration. These departmental representatives are the cabinet officer (for Code departments under the Governor), the elective State officer or the president of independent commissions, or his designated representative; and the head of the division immediately concerned, which latter person may not designate an alternate but must participate in person. The Commission, with samples of the records proposed for destruction before it, then considers carefully the possible value of the records from every possible angle, and makes its recommendations to the General Assembly. Incidentally, this screening of records for destruction is not the formal acquiescence in the recommendation of the department, but a most careful deliberation in each category of records. In the last few months it ordered one department to transfer certain records to the archives which the department thought it wanted to destroy; in another case it called in a department keeping parallel records and made the two departments decide between them which was to keep the permanent record (each had proposed to destroy, thinking the other planned to keep its records); in another case it authorized records to be kept on microfilm only if a sealed certified master copy of the film be previously deposited in the archives.

The State Records Commission merely makes recommendations to the General Assembly about the destruction of records. The Commission takes no responsibility for getting the permissive legislation and only the General Assembly may authorize destruction of records. We would like to have it obligatory for all departments to consult the Records Commission before seeking permission to destroy, but that was not possible at the time we got our law passed. Only one department has sought legislation independently since the Commission was created, however - that legislation, incidentally, was awful. Getting a law passed with the approval of the Records Commission is so simple - it by-passes legislative investigating committees, etc. - plus the fact that four other persons besides the head of the department agree with the recommendation, makes the Record Commission acceptable to most departments.

Once permission has been granted to destroy, and our recommendations specify the date to which documents may be destroyed, no further permission to destroy those categories need be sought from the General Assembly - the State Records Commission may authorize further destruction. This permits a review by the Commission to assure itself that no changes in laws affecting the department require the retention of the records or that the forms have not been changed in a manner that would require keeping them longer. In other words, we encourage the scheduling of records: setting up dates beyond which forms need not be kept at the time files are set up, and permitting orderly destruction of borderline records at the discretion of the Commission.

Under our laws, any State department may microfilm its records for office use. It may not destroy the originals without first securing legislative permission to do so, and not then until it has convinced the State Records Commission that the quality of the film is satisfactory.

County records may be destroyed after a court hearing, of which the State Library shall be notified ten days in advance. No county record created prior to 1970 may be destroyed, and if the county is unwilling or unable to house such records, the State Archives is compelled by law to accept the records, furnishing without cost to the counties such photographic copies as they may need. We also furnish free housing in our film vault of such microfilm copies of county or State records as are made for security purposes.

One weak link in our archival set-up is that there is no place in the Archives Building nor other official storage space for the housing of records which have to be retained for a given number of years before destruction. Only permanent records may come into the Archives, though as a temporary war measure we did occasionally break the rule. All the temporary housing of records has been discontinued.

The Archives Department of the Illinois State Library is housed in its own fireproof building having 32 vaults of varying sizes. Filing capacity is probably about 100,000 cubic feet of usable space, approximately half used for Departmental Vaults. When the rest of the State Library Building is completed, the Archives being the first unit, our filing capacity will be multiplied by about four. We hope to get an appropriation for this building within the next four years, as plans have been approved by the post-war planning commission.

Since the Archives Department is a part of the State Library, we are unable to give you a break-down as to budget. Heat and light come from the State Power Plant. The Superintendent of Capitol Buildings and Grounds furnishes heat, light, mechanics, engineer, elevator and janitor service, the Secretary of State and the State Treasurer, watchmen. We share a building engineer and his assistant with the adjacent Centennial Building, which along with the State House, is connected with the Archives Building by tunnel. We have two elevator operators, five janitors, watchmen at the front door in three eight hours shifts, and a watchman in the Receiving Room during office hours. We have one matron, shared with another building. The archives staff comprises the archivist, document archivist and classifier, field visitor for archives, cataloger, 3 photographers the above under civil service, and five clerks who ought to be under civil service. These include file clerks, reference desk attendant, assistant file clerk, indexer, etc. Our photographic laboratory does publicity still for the Secretary of State as well as all photographic work for all divisions of the State Library.

Some of the considerations given when considering destruction of records are as follows: Does the law require or imply that this is a permanent record? As between two sets of parallel re-

cords, which would be the one which you would take to court? Does this record contain any information which would be essential to the protection of any legal or moral right of the State or of any inhabitant of the State? Does this record establish a policy of the department or show whether or not that policy is or was working, or otherwise throw light upon the history of the administration of the department. Does this record seem to have potential value for research, historical or other?

All public records are grouped according to provenance - i.e., by departments and by function under each department. Any subject or other relationships are brought out in the catalog through cross references and secondary cards.

It is of course impossible to summarize all the ramifications of the care of inactive records of the State and counties. So far as State records go, we think of them thus: permanent records shall be segregated from ephemeral records and the current records kept in the departments, the semi-current in the Departmental Vaults of the Archives Building, inactive records or those which can be consulted in the building without being removed except by court subpoena transferred to the archives proper. Records not of permanent value: destroy those which are non-record in character or have been pronounced obsolete by the State Records Commission; department shall provide housing for such records until time for destruction. Counties are encouraged to care for their own records, the idea being that so many records must be retained by the counties that if we skin off the cream of the records which could be released, we would remove incentive for local interest in the care of the records left behind. Where a county would otherwise destroy the records, however, we will accept those created prior to 1870 on either a deposit or permanent transfer basis. Long range planning for the State Library contemplates regional warehouses for book deposits and in connection with these we plan fire proof vaults with an archivist in charge available on a lease basis to counties for the housing of their less active records.

Sincerely,

MARGARET C. NORTON
Archivist

cord, which would be the one you would take to court? Does
this record contain any information which would be essential to the protection of any legal or moral right of the State or of any inhabitant of the State?

THE AMERICAN ARCHIVIST

EDITOR'S CORRESPONDENCE REGARDING ISSUES PUBLISHED IN 1949

(THIS FILE IS FROM THE SOCIETY OF AMERICAN
ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE
UNIVERSITY OF WISCONSIN ARCHIVES, MADISON -
RECORD SERIES 200/7/2 - BOX 1, FILE 20.)

The Archivist as a Public Servant....CHRISTOPHER CRITTENDE
Research for the Archivist of Today and Tomorrow
..... HARRY F. LEWIS

Have You Seen?

Archives in the Library of Congress..... JOHN ANDREASSEN

The Archives of Small Business.....THOMAS D. CLARK

Hawaii Territorial Archives in the War.....MAUDE JONES

Records of the American School of Classical Studies at
Athens OSCAR BRONEER

From the Microphotographer's Mail DANIEL F. NOLL

Society of American Archivists
Proceedings
Reports of Committees

The Archivist's Book Shelf
Guides to the Use of American Government Publications...
..... JEROME K. WILCOX

Reviews of Books:

Annual Report on Historical Collections University of
Virginia Library. Sixteenth and Seventeenth for
the Years 1945- to 1947.....ROGER THOMAS

Pursuits of War. The People of Charlottesville and Albemarle
County, Virginia, in the Second World War, by
Gertrude Dana Perlier and others, edited by W. Edwin
Hemphill WILLIAM D. HOYT, JR.

Selected Papers of Robert C. Binkley, edited by Max H.
Fisch RADOFF

United States Department of Commerce, United States
Library of Congress, State Censuses, an Annotated
Bibliography of Censuses of Population Taken after
the Year 1790 by States and Territories of the United
States, prepared by Henry J. Dubester.....
..... FORREST R. HOLDCAMER

Archeion: Periodical of Science Devoted to Archival
Matters, XVII GENEVIEVE E. BATOR

Meddelanden från Svenska Riksarkivet for Åren 1946-1947
.....KATILDA H. ELIASON

Pasado, Presente y Futuro de los Archivos Historicos, by
Rolando Dorcas Berro GASTON LITTON
News Notes.....



THE LIBRARY OF CONGRESS

WASHINGTON 25, D. C.

ADMINISTRATIVE DEPARTMENT
OFFICE OF THE DIRECTOR

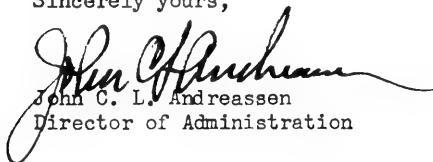
February 25, 1949

Dear Miss Norton:

Thank you so much for the 25 copies of my article which you had clipped for me from the American Archivist. I find that these extra copies are sufficient and I am therefore writing Mr. Strain to inform him that additional reprints are not necessary.

Thank you again for your help.

Sincerely yours,


John C. L. Andreassen
Director of Administration

Margaret C. Norton, Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

OFFICE OF THE DIRECTOR
AMERICAN SCHOOL OF CLASSICAL STUDIES
ATHENS, GREECE.



March 17, 1948.

Dr. Carl L. Lokke
The National Archives
Washington, D.C.

Dear Carl:

It gave me a special pleasure to prepare the enclosed article on the records of our School which you requested for the American Archivist. It may seem too brief, but I hope it contains all the pertinent information. I shall be pleased to receive a printed copy when it appears.

In addition to the enclosed leaflets, I shall mail you under separate covers reprints of two recent articles of mine, and a copy of the Corinth Guide which I republished in a new edition before Christmas.

With kindest regards to you and your wife,

Sincerely yours,

3 enclosures.

Oscar Broneer

OB/AM



The National Archives

Washington, D. C.

March 23, 1948

Miss Margaret C. Norton, Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

*Copy to
Gen. L. Lokke
1949*

Oscar Broneer has come through. Enclosed herewith is his paper on "Records of the American School of Classical Studies at Athens." Dated the 18th, it arrived yesterday, the 22nd. I still marvel over the wonders of air mail.

Things are indeed picking up. Glad Van Schreeven has produced a paper on records containers. Wood will go ahead with his plans to have someone do another on that subject. He thinks the questionnaire method should be tried.

Don't forget to let me know how long a paper you want Friis to write.

Best wishes.

Sincerely yours,

Carl L. Lokke

Springfield, Ill.
February 17, 1949

Dr. Carl L. Lokke
The National Archives
Washington, D. C.

Dear Dr. Lokke:

In the process of transferring my correspondence file to Karl Trever I seem to have lost the address of Professor Oscar Bronner. I want to send his copies of his article in the January number but cannot remember the name of the institution where he is now teaching. Will you be kind enough to send this address to me? It will probably be found in Karl's file if it is not in your own.

Sincerely,

MCN;ew

1801 16th St., N.W.
Washington 9, D.C.
21 February 1949

Dear Miss Norton:

Yours of the 17th came today.

The address you wish is Professor Oscar Broneer, Department of Greek, University of Chicago, Chicago, Illinois. He will be very pleased to get his copies, I am sure. He owes me a letter at present, but I must try to get a note off to him anyway, expressing my own pleasure at seeing his article appear.

I supposed you are both relieved and sorry to be relieved of the headaches of the editorship. Karl Trever is wading into the business clear up to the armpits. In talking with him I become increasingly aware of the fun and headaches.

You must try to find time to write us once in a while. With all best wishes.

Sincerely,

Carl Hokeby

THE SOCIETY OF AMERICAN ARCHIVISTS

CHRISTOPHER CRITTENDEN, PRESIDENT
STATE DEPARTMENT OF ARCHIVES
AND HISTORY
RALEIGH, NORTH CAROLINA

ADDRESS COMMUNICATIONS TO:
LESTER J. CAPPON, SECRETARY
P. O. BOX 203
WILLIAMSBURG, VIRGINIA

November 19, 1948

Miss Margaret C. Norton
1105 S, Second St.
Springfield, Illinois

Dear Miss Norton,

A correction must be made in the Council Minutes for October 28, 1948, page 3 of the Minutes. Under the proposed budget for 1948-49, it should read "Mr. Holmes recommended that the Society of American Archivists provide \$500 per year" instead of "he recommended...". Mr. Brayer does not wish to have any specified amount connected with his name since it might prove embarrassing in his relations with other countries.

Sincerely yours,

Shella F. Duff
Secretary to LJC

State of North Carolina
Department of Archives and History
Raleigh

November 9, 1948

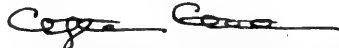
Miss Margaret C. Norton, Editor
The American Archivist
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Enclosed is a copy of my presidential address, which I hope will not pull down too far the standard of materials published in The American Archivist.

It was a great pleasure to have you with us in Raleigh, and we hope that you enjoyed your visit as much as we enjoyed having you.

Yours cordially,



Christopher Crittenden, President
The Society of American Archivists

Published X (Jan. '49)

THE ARCHIVIST AS A PUBLIC SERVANT

(Presidential address of Christopher Crittenden to the Society of American Archivists, Raleigh, North Carolina, October 27, 1948.)

The present session of the Society of American Archivists is the fourth since the end of World War II. In 1945 we met in Indianapolis, in 1946 (strikes or no strikes) in Washington, in 1947 in Glenwood Springs, and now we are in Raleigh. Perhaps it is fitting that our organization should meet in the state which has supplied three of its six presidents to date: the man who was chiefly responsible for the founding of the Society and also its first president, the third president of the organization (who was also the first archivist of the United States), and finally the present incumbent.

In this connection let me remind you that a few days ago there was unveiled on Capitol Square in Raleigh a statue of the three Presidents that North Carolina gave to the nation--Andrew Jackson, James Knox Polk, and Andrew Johnson. All were born in North Carolina or spent some of the early years of their lives here, but all later went to Tennessee and were elected to the presidency from that state.

Perhaps you will pardon me if I make a comparison between these three Presidents of the United States and the three Tar Heel presidents of the Society of American Archivists. The latter group differs in some respects from the former. The three presidents of our own organization were all born in North Carolina--there is not the slightest doubt or suspicion that even one of them may possibly have been born over the line in South Carolina. None of them left his native state to migrate to Tennessee. Each of them for a number of years was head of the state archival agency and, after tentative and non-permanent migrations to the District of Columbia, Michigan, or Connecticut, as the case happened to be, all returned to take up their permanent residence in the Tar Heel commonwealth. None of these three Presidents of the United States showed such good sense. So much for the Presidents of the United States and the presidents of the Society of American Archivists.

Since the establishment of our organization a dozen years ago, the archival profession in the United States has come a long way. Before 1936

the United States was woefully backward in the archival field. In spite of the efforts of various individuals and organizations, no national archives had been established, few states had accomplished much along this line, and large and efficiently administered collections of private and unofficial manuscripts were few and far between.

Likewise, no adequate concept of archives and the problem of their handling had been developed in the United States. When attention had been given to the subject, the idea for the most part was one involving repositories of rare and valuable historical manuscripts, something in the nature of treasure houses for the historian and the antiquarian rather than agencies which would serve a broad public need. There was no full comprehension of the problems involved, especially that of dealing with vast quantities of records, running into millions of cubic feet.

Within the past twelve years we have made great progress in meeting these problems. The National Archives has taken the leadership, and a number of the states have followed. We have come to know a

far more than we did about how suitable to house records, how to give them physical protection, how to bring them under control, and how to make them available for use. Likewise, we have at last looked the bulk bear squarely in the face, and we have not turned around and run away.

No doubt in the future there will be many changes and developments in our field. In all probability the archivist of the year 2000 or 2050 A.D. will look back and call us immature and perhaps almost primitive in some of our concepts and practices. That is largely as it should be. As a matter of fact, if some of the things we are doing today turn out to be primitive, they may be expected to result later in better perfected methods and procedures. If we had already solved all our problems, there would be nothing further for us to strive for and we might as well move into another profession where there would yet be unanswered riddles and where the field would be more challenging. Certainly ours is not a static profession. I hope that it never will be.

The establishment of archival agencies in the United States resulted largely from the efforts and activities of scholars. The American Historical Association was the leading organization in this venture, and most of our first archivists had the training and approach of the historian. They went into this new field largely with the thought of preserving materials for historical research. Our first president, in his address to the Society in 1939, expressed the belief that persons holding leading positions in archival work should have done "graduate work leading to the degree of Doctor of Philosophy in American history" and that persons in less important positions should have at least "two years of graduate work in the social sciences and in archival history and practices." The archivist, it was believed, should be first of all the product of scholarly training. Dr. Newsome titled his address "The Archivist in American Scholarship."¹ A title almost as appropriate would have been "The Scholar in American Archives."

1. THE AMERICAN ARCHIVIST, II (1939), 217-224

The history Ph.D. who went into archival work found conditions quite different from those he had known on the college campus. There he had taught classes, he had graded papers (far too many of them, he was convinced), and, as opportunity offered, he had engaged in research in his chosen and usually strictly limited field. But in archival work he found himself facing many entirely new problems. There was little or no time for research. More and more he found himself becoming an administrator, with problems to solve in relations with other government agencies and the general public, the budget, personnel, and other non-scholarly and non-academic functions and tasks. Dear old alma mater and its ivy-covered walls seemed to fade more and more into the background.

It was not that the idea of scholarly research or the scholarly use of archives was abandoned. Rather, the archivist in the making came to realize that there were many different functions of an archival establishment of which the scholarly function was only one. And before long the fledgling archivist found his definition of an archival agency

undergoing a metamorphosis--or perhaps it would be more accurate to say that one morning he woke up and found that his ideas on the subject had already been metamorphosed--without his knowing exactly when. If formerly he had thought of such an agency as existing and functioning for the preservation of rare historical documents, more and more he now came to view it as an agency of the government whose primary function was to perform certain official duties.

Of all the problems with which the archivist found that he had to deal, that of bulk was in many ways the most serious. World War II had not yet begun and so the archivist of the federal government did not yet have to deal with the estimated 12,000,000 cubic feet of records that were created during that conflict. But there were vast quantities nevertheless, far more than had been even dreamed of a few decades earlier. Also, records came to bulk larger and larger in the states, especially the more populous ones, so that something had to be done to deal with them. Certainly it was not a matter that could be handled merely by preserving treasured historical

documents. Some new and radical departure was called for.

Thus a new step was taken. In European countries where central registries for records were maintained, where archivists had dealt almost exclusively with old records, they had considered that current or semi-current records were outside their line of duty. In the United States, however, the practice developed of having the archival agency work with other government agencies in meeting current records problems. With the National Archives taking the initiative, conferences on records administration on which various federal agencies were represented came to be held and a formal organization was set up. This development received a powerful stimulus from World War II, during and after which a great deal of progress was made in such matters as control, disposal, transfer to the National Archives, and the like.

Such a development was a far cry from the scholarly approach of a few years earlier. I remember the comment of a visitor from a small institution in one of the states who happened to be in

Washington. All that the archivists in the Nation's Capital seemed to be thinking of, he said, was the transfer or disposal or control of hundreds of thousands of cubic feet of records. This comment points up sharply the change in point of view and procedure that had developed. Along the same line, the criticism was later voiced that the archives profession was being diverted from its major function, and the charge was even made that the archivist was being demoted and downgraded professionally.

Perhaps we can better understand this situation and possibly we can find a solution if we ask ourselves a few questions, engage in a little introspection--which at times is good for the soul. In any type of work it is easy to lose perspective, to lose sight of the forest because there are so many trees. Especially is this true in times of crisis and of rapid change such as the present period. At such times, in so far as records are concerned, it is necessary to act promptly and to devise new methods and procedures lest we lose control of the situation.

Let's ask ourselves what should be the primary objectives and major functions of the archivist.

If we can answer that question, perhaps we can see the situation more clearly. Can we not say that in general it is the archivist's primary duty to render the greatest service to the government of which his agency is a part and to the public at large? More specifically, is it not his duty to preserve and protect those records of his government which are worth preserving, to bring those records under control, to let would-be users know what materials are in his custody, and to make those materials available for use? If these be his major duties and functions, then they are indeed broad and challenging.

In preserving records, there is of course the question of evolving suitable methods and procedures. As the situation has developed in the national government and in many of the states, it is difficult to see how this could be done without a program for current records administration, worked out in co-operation with the various official agencies involved. Certainly the establishment of a controlled and smoothly functioning relationship with those agencies is essential. A careful study of the various aspects of disposal is necessary. For proper physical

preservation, the archivist needs to keep up to date regarding the development in buildings and equipment.

Control is likewise essential, for we might almost as well not have records in our custody if we do not know what and where they are and if we cannot produce them with reasonable promptness when they are called for. In seeking to meet this problem, it has been necessary in most cases to abandon old methods of cataloging individual documents or small units of documents, and instead to follow the practice of preparing finding media for large records groups.

In discussing these various duties of the archivist, are we not in reality saying that his functions are on a broader scale than originally conceived? As we have dug into these problems, have we not found that they are bigger and in many cases more baffling than at first we realized? And can we not say that such a development, if it has indeed occurred, is in many ways to the good for it means that the archival profession is bigger and broader, and offers more challenging problems, than could be seen at the beginning.

Looked at in this light, is there any major difference in the viewpoint of those who stress the scholarly approach on the one hand and of those who emphasize the administrative problems, and particularly the problem of handling current records, on the other hand? For are not all these merely parts of a larger whole? It would seem that broad training and a wide perspective are necessary, but at the same time the practical facing of immediate problems of administration is also needed.

I for one am not in the least perturbed because of recent developments. That there has been a shift of emphasis, cannot be doubted. But has not this shift occurred because we have come to recognize the pressing need of filling in a gap in our program? Naturally this development in its earliest stages has received a great deal of attention, and, in order to be properly worked out, it has necessarily been emphasized. This, it seems to me, is a healthy development. It does not mean at all that other phases of our program should be neglected--and I do not believe that they will be.

First of all, the archivist should always look

upon himself as a public servant. He should offer the most effective service possible to other agencies of the government, to unofficial organizations, to private researchers, and to the general public. If he performs this function and does it well, he need not concern himself about questions of prestige or of professional standing, for such matters will take care of themselves.

In the United States the archival profession has made tremendous strides. Our colleagues come from all over the world to study our methods, our buildings, our equipment, and our plans for the future. We have achieved through hard work, through threshing out differences of opinion, and through working out solutions that are based upon our composite opinions. It is the American way, the democratic way. By continuing to develop such a program in the future, always thinking of ourselves first as public servants, may we not expect to go on enlarging and broadening our services to the government of the United States, to the states of the Union, to scholars and researchers, and to the general public? And, as a corollary, may we not

also expect to raise our professional standards and to win for ourselves recognition as members of a leading profession, looked up to and lauded by all.

Finally, I wish to make a practical proposal--that our Society setup, in order to study some of the questions raised in this address, a committee on long-range planning. Such a committee, if established, should have representation from the archives of the national government, from the states, from private and unofficial manuscripts depositories, from users of archives and manuscripts, and probably from other sources. It should make a thorough and careful study of what has been done in the field of archives and of what ought to be done in the future. It should bring in from time to time recommendations as to general policy over the longer period. Such a committee, I believe, can be of great service in helping us keep our perspective and in maintaining and planning a well balanced program. I recommend to the Society that it be established.

November 16, 1948

Dr. Christopher Crittenden, President
The Society of American Archivists
Department of Archives and History
Raleigh, N. C.

Dear Dr. Crittenden:

Thank you for the copy of the Presidents address. It was necessary for me to send copy to the printer for the January issue before I had received this but I think I have left room for it. The printer first said he could not get out the issue until February. Later he said he would print it if we could get copy to him before the material of November. I have given him some things to work on while I am waiting for the News notes and the Proceedings from Lester. Having the convention so late makes it difficult to get out the January number on time if we include the Proceedings.

We all enjoyed our stay in Raleigh very much. The trips across the mountains were very fine. We were very much impressed by the tangible evidence of Southern hospitality at Duke and the University of North Carolina as well as at Raleigh. We especially appreciated the Governor and his lady taking time to greet us at the mansion. Occasionally such receptions are held here in Springfield but the Governor is seldom in evidence. I have had enough experience with conventions to know the hard work involved in preparation for our coming. You are to be congratulated upon having such a capable man as Dr. Corbitt on your staff. I also enjoyed my morning in your archives department.

Sincerely,

MCN;mw

ALBEMARLE COUNTY HISTORICAL SOCIETY

CHESTER R. BARCOCK
Charlottesville
HENRY MCCOMB BUSH
Charlottesville
LESTER J. CAPTON
Williamsburg
MISS NANCY B. GORDON
Charlottesville
W. EDWIN HEMPHILL
Charlottesville

COMMITTEE FOR THE PUBLICATION OF A HISTORY
OF CHARLOTTESVILLE AND ALBEMARLE COUNTY
DURING THE SECOND WORLD WAR

MISS MARY STAMPS WHITE, *Chairman*
MRS. GERTHIE DANA FALKNER, *War Historian*

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Charlottesville
MRS. LARNED RANDOLPH
Kennesaw

August 25, 1948

Miss Margaret C. Norton, Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I thank you for your very welcome letter of August 20, and I assure you that I understand entirely the situation concerning the proposed book review of Pursuits of War: the People of Charlottesville and Albemarle County, Virginia, in the Second World War. It is entirely satisfactory for the decision as to this question to be settled by Dr. Wood or by you in terms of conditions which I can well imagine.

You were very genuinely missed during the annual meeting of the Society of American Archivists and of the American Association for State and Local History in Colorado last September. It will certainly be grand to see you again next October in Raleigh. With best personal wishes, I am

Yours sincerely,

W. Edwin Hemphill
W. Edwin Hemphill
Editor

WEH:hmb

95-A

The

HOLLINGER CORPORATION

2000 North Moore Street

Arlington, Virginia

GLEbe 8890

December 16, 1948

Mr. William D. Overman
The Society of American Archivists
Williamsburg
Virginia

Dear Mr. Overman:

We are enclosing our check in the amount of \$20.00 to cover the one page advertisement in the October 1948 THE AMERICAN ARCHIVIST.

We would like to have a change made in the copy for our next advertisement. Instead of "Used by the National Archives, etc.", this should read "Used by the National Archives where valuable Government Records are stored forever".

✓ Miss Norton
please
note.
W.D.O.

Yours very truly,

W.K. Hollinger

W. K. Hollinger,
President.

WKH:lmj
Encl.

Bill: I have kept the check. This brings my recent letter on receipts for ads up to date. Res.

RECEIVED

DEC 20 1948

W. D. OVERMAN

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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Technical Committee

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Advertisements

WILLIAM D. OVERMAN

Dec. 20, 1948

Dear Miss Norton:

The enclosed letter from Mr. Hollinger is self-explanatory. I have written Mr. Misak, copy of my letter enclosed. I hope that it is not too late to correct his adv. in the January issue.

I expect to be in Washington next week for the meetings of The American Historical Association and may see you there.

Thanks for your beautiful Xmas card,

with Seasons Greetings!



William D. Overman



Dec. 20, 1948

Mr. W. K. Hollinger, President
The Hollinger Corporation
Arlington, Virginia

Dear Mr. Hollinger:

Thank you for your letter of Dec. 16 the
and the check to cover the cost of your adv. in
the October issue of THE AMERICAN ARCHIVIST.

We note your request to make a change in the
next issue to read "Used by the National Archives,
where valuable Government Records are stored forever".

I am very sorry that we made the error of running
the adv. in October "Used by the National Archives, etc".
This is my fault. When I wrote you August 24th asking
for your authorization to run the adv. four more times,
you replied, using my letter for your reply, saying
"We would like to take out the word exclusively and
have the copy read "Used by the National Archives, etc".
I sent this on to the editor and printer and they
followed instructions to the letter and printed it
that way!

I certainly hope that it is not too late to
change it in the Jan. issue which has gone to press
but I will rush your instructions to the printer
today.

With Seasons Greetings, I remain,

Very truly yours,

William D. Overman
302 Catawba Ave.
Akron 19, Ohio

Dec. 20, 1948

Mr. Edw. F. Misak
The Torch Press
Cedar Rapids, Iowa

Dear Mr. Misak:

Re: The Hollinger Adv. in
THE AMERICAN ARCHIVIST

I hope that it is not too late to change the copy slightly in the Hollinger adv. for January issue. In their original ad. their copy read- "Used exclusively by the National Archives where valuable Government Records are stored forever"; then in August Mr. Hollinger authorized me to run his ad. four times beginning in October, but asked to change the copy to read "Used by the National Archives, etc." and delete the word "exclusively."

I sent this information on and inadvertently omitted the rest of the line and am assuming the responsibility for making the error and wrote him that it was my fault.

If you can make his copy read "Used by the National Archives where valuable Government Records are stored forever", I will greatly appreciate it. If it is too late to catch it in the January issue, we should change it by April. He may want to make another change by that time too, since he wrote me earlier that he had a new box to add to his line.

Seasons Greetings!

William D. Overman
302 Catawba Ave.
Akron 19, Ohio

415 Queen Street
Alexandria, Virginia
November 14, 1948

Dear Miss Norton,

I am terribly sorry to be so woefully late this time, but something--the convention or the election or maybe both--kept people from sending me any news, in spite of my getting the cards out so early. Mrs. Hamer still can't give me any notes on the National Archives, and as far as I know, there is nothing to report. I have some little scraps of information about the Library of Congress which I will send along tomorrow if I haven't anything official from Dr. Buck's office by that time.

Since I had had such a nice long vacation while she slaved away, I nobly let Miss Martin go to the meeting at Raleigh from here. She seems to have had a marvelous time. I do regret not seeing you and the faithful few who keep us informed of their activities, but it will be nice to see you in Quebec when you no longer will be in a position to be enraged by my tardiness.

Hope to do better next time. I can't use my child as an excuse--she's no trouble at all. If the library ran as smoothly as my house I would have no worries whatsoever.

Yours very truly,

Mrs. F. D. Lethbridge

Mrs. Francis D. Lethbridge



The National Archives

Washington 25, D. C.

My dear Mr. Norton:

8-9-48.

Can you use the attached in the American
Archivist?

Very sincerely yours

Paul Lawrence

August 12, 1948

Mr. Paul Lewinson
The National Archives
Washington 25, D.C.

Dear Mr. Lewinson:

Thank you for the interesting comment upon the destruction of the patent models and Dr. Geidion's Mechanization Takes Command. I cannot use it in the October number which has already gone to press - that is, unless I have to find a filler to make things come out even. But I am sure I can use it for just such a purpose before long, and appreciate your sending it on. I am always looking for one or two page items which I can use that way, and appreciate contributions.

Sincerely,

THE INSTITUTE OF PAPER CHEMISTRY
APPLETON, WISCONSIN

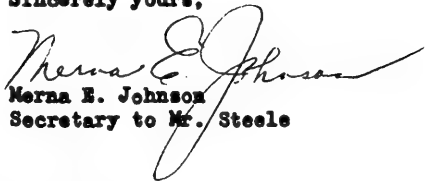
January 13, 1947

Dear Miss Norton:

Mr. Steele has asked me to write in reply to your letter of December 19, extending his regret over the long delay in answering your inquiry. He was called unexpectedly to the west coast several days ago, and will not be able to get back to the office until some time next week.

At that time I am sure he will plan to get in touch with you in further detail.

Sincerely yours,


Merna E. Johnson
Secretary to Mr. Steele

Miss Margaret C. Norton, Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

THE INSTITUTE OF PAPER CHEMISTRY
APPLETON, WISCONSIN

April 11, 1947

Dear Miss Norton:

Referring again to your letter of December 19 - I had expected to give you the information you requested between my big meeting in New York and my meetings in May but an emergency trip of six weeks duration came up which I have to take and I shan't be back until just before the May meetings are held which will be followed immediately by Commencement and then I am going to the hospital.

If it is at all possible for this to be held until later in the summer I will be glad to do it, otherwise it will have to be assigned to someone else in the organization.

Sincerely,



Westbrook Steele
Executive Director

Miss Margaret C. Norton
Managing Editor
The American Archivist
Illinois State Library
Springfield, Illinois

April 15, 1947

Mr. Westbrook Steele
Executive Director
Institute of Paper Chemistry
Appleton, Wisconsin.

Dear Mr. Steele:

Thank you for your letter explaining why we have not yet received copy for the article you promised us. It would not be possible for us to print your article before the October number anyhow, because of prior commitments, so we will be able to wait for you. The deadline for the October issue is August first, but if you are unable to meet that date, don't worry but send your article when you can. I am sure that it will be worth waiting for.

I am very sorry to hear that you are headed for the hospital and hope it is nothing more serious than just a rest that you are needing. Although this last winter was not such a bad winter as winters go, at least here, still I think most everyone found it hard on us physically, especially those of us who had the fashionable flu.

Sincerely,

MANAGING EDITOR

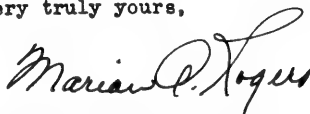
THE INSTITUTE OF PAPER CHEMISTRY
APPLETON, WISCONSIN

April 17, 1947

Dear Miss Norton:

Your letter of April 15 is acknowledged in the
absence of Mr. Steele and is held for his return.

Very truly yours,

A handwritten signature in cursive script, reading "Marian A. Rogers". The signature is written in dark ink and is positioned above the typed name and title.

Marian A. Rogers
Secretary to Mr. Steele

Miss Margaret Norton
Managing Editor
The American Archivist
Illinois State Library
Springfield, Illinois

March 11, 1948

Mr. Westbrook Steele
Executive Director
The Institute of Paper Chemistry
Appleton, Wisconsin.

Dear Mr. Steele:

Last year I had some correspondence with you about the possibility of obtaining an article descriptive of the work, organization and purpose of the Institute of Paper Chemistry, with especial emphasis on research of interest to keepers of records. The last I heard from you, you were headed for the hospital and could do no writing until that was out of the way. We trust that your sojourn there was short and successful, and that you are now in position to consider our needs. If you are unable to write such an article yourself, is there some one in the organization who could do it? It is quite probable that something already in print could be adapted to our viewpoint without too much work. As I wrote you before, our budget does not permit us to pay authors, but perhaps this would come under the general heading of public relations. Too few makers or conservators of records know much about the chemistry or papers or to whom to turn for assistance in meeting their problems.

Sincerely,

49
THE INSTITUTE OF PAPER CHEMISTRY
APPLETON, WISCONSIN

March 23, 1948

Dear Miss Norton:

Thank you for your letter of March 11,
which was received during Mr. Steele's
trip to the South.

Mr. Steele will return to the office
Easter Monday, and your letter will
receive his attention.

Yours sincerely,



Eleanor M. Burger
Secretary to
Mr. Westbrook Steele
Executive Director

Miss Margaret C. Norton
Managing Editor
Archives Department
Illinois State Library
Springfield, Illinois

~~A-8~~
AC7

THE INSTITUTE OF PAPER CHEMISTRY
APPLETON, WISCONSIN

April 9, 1948

Dear Miss Norton:

Mr. Steele has asked me to prepare a paper for your publication dealing with the subject covered in your correspondence.

The paper is in process of preparation and should be in your hands sometime within the next week or ten days. I trust it will be neither too long nor too technical, for I have tried to write a story covering the questions you have raised in your letter and it is hard to discuss what is being done in the research laboratory without at least touching on the technical phases of the work. When you get the paper, if you feel you have more than you want in terms of volume or technical content, you can let me know.

Sincerely yours,

Harry F. Lewis

Harry F. Lewis
Research Associate

Miss Margaret C. Norton
Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

THE INSTITUTE OF PAPER CHEMISTRY
APPLETON, WISCONSIN

June 24, 1948

Dear Miss Norton:

Some time ago I agreed to prepare a paper for your magazine dealing with research for the archivist. I am enclosing a copy of this paper and I trust it will meet your needs. I found it difficult to cover a technical subject in a non-technical way and in such a way that it will provide some material which may be of interest to you.

Very truly yours,

Harry F. Lewis

Harry F. Lewis
Research Associate

Miss Margaret C. Horton, Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

Enclosure

P.S. We will appreciate ten copies of this copy when it is published.

June 25, 1948

Mr. Harry F. Lewis
Research Associate
Institute of Paper Chemistry
Appleton, Wisconsin.

Dear Mr. Lewis:

It must have been telepathy! Just the other night I was thinking about you and wondering whether I should write you again to remind you that we do want your article, and now today it comes in. This is just what we wanted, and I thank you very much for it. I do not know just what issue this will come out in, but it will be published as soon as we can fit it in.

We may not be able to send ten copies of the entire magazine to you, but you will get at least a dozen copies of the article itself.

Thank you very much for your cooperation. I have felt for some time that archivists should know more about the work your organization is doing and this is splendid.

Sincerely,

49
THE INSTITUTE OF PAPER CHEMISTRY
APPLETON, WISCONSIN

June 30, 1948

Dear Miss Norton:

I am glad to get your letter of June 25 and to know the article seemed to fit what you have in mind. It was rather difficult to know what to put in and what to omit.

Sincerely yours,

Harry F. Lewis

Harry F. Lewis
Research Associate

Miss Margaret C. Norton, Managing Editor
The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

THE INSTITUTE OF PAPER CHEMISTRY
APPLETON, WISCONSIN

December 6, 1948

Dear Miss Norton:

We have enclosed an order to the Torch Press for 300 reprints of the article, "Research for the Archivist of Today and Tomorrow", by H.F. Lewis. Will you please send this on with the galley so the type is held for reprinting.

If the reprints are not available at a reasonable cost, we would appreciate your furnishing 12 copies for the Archivist issue in which the paper appears. Seven of these will be used by our office in bound volumes of the Institute reprints and Dr. Lewis would like five for his use.

Very truly yours,

C.J. West, Editor

(Signed)

Mary A. Zastrow
Assistant to the Editor

Miss Margaret C. Norton
1105 South Second Street
Springfield, Illinois.

December 15, 1948

Miss Mary A. Zastrow
Assistant to the Editor
The Institute of Paper Chemistry
Appleton, Wisconsin.

Dear Miss Zastrow:

Thank you for returning proff on Mr. Lewis' article "Research for the Archivist of Today and Tomorrow" so promptly. Your letter with its request for a bid on reprints is being forwarded to the Torch Press, Cedar Rapids, our printer. Arrangements for reprints and extra copies should be made directly with this firm, and we are assuming that they will write to you directly.

The editor receives 25 copies of THE AMERICAN ARCHIVIST which she clips and sends to contributors. This is not as satisfactory as reprints, which we are sorry to be unable to afford, but it does give authors a few extra copies.

Please let us know whether or not you make satisfactory arrangements with the Torch Press for your reprints.

Sincerely,

**THE INSTITUTE OF PAPER CHEMISTRY
APPLETON, WISCONSIN**


December 27, 1948

Dear Mr. Strain:

In reply to your letter of December 21, will you please proceed with the preparation of 300 reprints of the article by Lewis, "Research for the Archivist of Today and Tomorrow."

Please ship the reprints to the undersigned and send the bill to the Institute.

Very truly yours,


**G. J. West
Editor**

**Mr. Paul R. Strain
The Torch Press
Cedar Rapids, Iowa**

Copy to: Miss Margaret O. Norton

ajw/lab

Springfield, Ill.
Mar. 2, 1949

Dr. Harry F. Lewis
Research Associate
The Institute of Paper Chemistry
Appleton, Wisconsin

Dear Dr. Lewis:

Early in the month I mailed you a package containing twenty-five copies of your article "Research for the Archivist of Today and Tomorrow". One copy and a portion of the envelope was returned to me from the Chicago postoffice saying that something had happened to the package and that the contents had become separated and would I want them to try to put the package together again. That was accompanied by a complex form to be filled out, government style. The answer was of course I wanted the package to go through, otherwise I would not have mailed it. I am very much afraid that the copies mailed to you will not reach you since the package was not insured. It is the first time we have lost anything of the sort. I am very sorry but somewhat consoled with the knowledge you have made arrangements for extra reprints. If you ever get any of these copies I would appreciate knowing it.

Sincerely,

MCN;mw

THE INSTITUTE OF PAPER CHEMISTRY
APPLETON, WISCONSIN

March 7, 1949

Dear Miss Norton:

There seems to have been some mixup with reference to the twenty-five copies of the article which appeared in your publication. These have come through from the Chicago Postoffice so you won't need to worry about them. Likewise we have purchased 300 reprints of the article for our usual reprint mailage.

Sincerely yours,

Harry F. Lewis

Harry F. Lewis
Dean

Miss Margaret C. Norton
The American Archivist
Illinois State Library
Archives Department
Springfield, Illinois



OSCAR FISHER COMPANY, INC.

109 WORTH STREET, NEW YORK 13, NEW YORK, WORTH 4-8410

February 21, 1949

American Archivist
Illinois State Library
Springfield, Illinois

Gentlemen:

In order to be certain that you have my address correct for future mailings, I am sending you the enclosed card from the Post Office Department.

My new and correct address is:

500 Warburton Avenue
Yonkers 3, New York

Thank you for changing your records accordingly.

Very truly yours,

Franklin M. Morgan
Franklin M. Morgan

FMI:ewz
Enc.

Form 3578-F
Rev. 11-24-66

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no address

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November 13, 1948

Mr. Paul R. Strain
The Torch Press
324 Third Street Southeast
Cedar Rapids, Iowa.

Dear Mr. Strain:

Enclosed is partial copy for the January 1948 issue of the AMERICAN ARCHIVIST. The News Notes and the Proceedings of the Annual Meeting have not yet been received, but will be sent to you as soon as I get them. I will also send the volume title page and table of contents with them. There will be no index for the year 1948.

Sincerely,

Walter C. Miller

Sincerely,

November 18, 1948

Mr. Paul R. Strain
The Torch Press
324 Third Street Southeast
Cedar Rapids, Iowa.

Dear Mr. Strain:

Enclosed is the rest of the copy for the January number of the AMERICAN ARCHIVIST. Please put the President's address as the first article, and add its title to the Table of Contents. I think that all of the advertisements are to be repeated in this number, but have not heard definitely from our advertising manager about this, so unless he has written you directly, please hold for instructions.

The Council of the Society has decided to increase the number of copies of each issue to 700; also to use the part rag paper.

Sincerely,

Nov. 18, 1948

Please send galley proof to the following:

The Archivist as a Public Servant
Dr. Christopher Crittenden
North Carolina Department of Archives and History
Raleigh, North Carolina

Research for the Archivist of Today and Tomorrow
Harry F. Lewis
[To the company named in article]
Appleton, Wisconsin

The Archives of Small Business
Professor Thomas D. Clark
[I am sorry- I do not have my correspondence
at hand, but he is to be addressed to the
Department of History named at head of article]

From the Microphotographer's Mail
Mr. Daniel F. Noll
896 North Kentucky St.
Arlington, Virginia

(The Archivist's Book Shelf; Have You Seen?
(Reviews of Books
Richard G. Wood
600 Lawrence St. N.E.
Washington 17, D.C.

Hawaii Territorial Archives in the War
Miss Maude Jones
Territorial Archives of Hawaii
Honolulu, Hawaii

Archives ~~XX~~ in the Library of Congress
Dr. John Andreassen
The Library of Congress
Washington, D.C.

Society of American Archivists. Proceedings
Dr. Lester J. Cappon, Secretary
Society of American Archivists
Box 203
Williamsburg, Virginia

News Notes
Mrs. Mary C. Lethbridge
415 Queen St.
Alexandria, Virginia

December 13, 1948

Mr. Paul R. Strain
Torch Press
324 Third St. S.E.
Cedar Rapids, Iowa.

Dear Mr. Strain:

Enclosed is galley proof for the January 1949 number of The AMERICAN ARCHIVIST. You will notice that I have added copy as we did not have quite enough for the 98 pages before. I am also enclosing the separate title page and table of contents for the volume, inadvertantly omitted when I sent you copy before. There is to be no volume index.

Please send proof for Dr. Broncer's article to
Professor Oscar Broncer
Department of Greek
University of Chicago
Chicago 27, Illinois.

You will also notice that I have changed the order of contents for which I send a revised copy of the Table of Contents.

The announcement of my resignation as editor, effective after the April number is announced in the Proceedings, as you may have noticed. The new editor, Dr. Karl L. Trever of the National Archives, Washington, will take over with the July number. He may have some inquiries to propound to you before then, and I bespeak your courtesy to him. I am sure you will enjoy working with him, for he is a very fine person in every way.

Sincerely,

204
The Torch Press

324 Third Street Southeast

Books ~ Catalogues ~ Publications

Cedar Rapids, Iowa

February 2, 1949

Miss Margaret Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Due to the fact that an error was made in paging the material for the January issue of The American Archivist and two pages were not counted when you rearranged your page proof it was necessary that we revise the pagination. This has, of course, resulted in our having some extra material which can be used in the next issue. We are enclosing a proof of the material which we are so holding. We sincerely trust that you will be pleased with the way in which we have arranged the pages.

Enclosed is the bill for the January issue.

We felt that you would prefer that we go ahead and get the magazine produced and mailed rather than for us to return all of the page proof to you for revision.

Trusting that you are able to keep warm during the present cold spell, we are,

Very truly yours,

THE TORCH PRESS

By *Paul R. Strain*

PRS:ck
Enc. 2

17 February 1949

Mr. Paul R. Strain
The Torch Press
324 Third St., S.E.
Cedar Rapids, Iowa

Dear Mr. Strain:

Word has just reached me that Mr. Andreassen is interested in securing reprints of his article "Archives in the Library of Congress" which appeared in the January 1949 issue of THE AMERICAN ARCHIVIST. Presumably you have already killed type on this. If not please hold it until you hear from him. I am writing him to get in touch with you directly.

Sincerely,

MARGARET C. NORTON
Archivist

MCN;mw

The Torch Press

324 Third Street Southeast

Books ~ Catalogues ~ Publications

Cedar Rapids, Iowa

March 25, 1949

Miss Margaret Norton, Mg. Ed.
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

The returned galley proof for the coming issue of the American Archivist has been received and we note that the author of the Jameson article has inserted an additional footnote and has renumbered all of the following footnotes in that article. Since that particular article contained a great number of footnotes the renumbering, both in the notes and in the text references, would require a great amount of time in resetting and inserting the new lines. We would not feel justified in imposing such a huge alteration expense on our worst enemy, in which category we certainly do not include you.

Consequently, we are giving the added footnote the number "4a" and making the corresponding reference in the text, thus it will not be necessary to renumber all of the following footnotes.

Very truly yours,

THE TORCH PRESS

By *Paul G. Strain*

PRS:ck

Springfield, Ill.
March 31, 1949

Mr. Paul R. Strain
The Torch Press
324 Third Street Southeast
Cedar Rapids, Iowa

Dear Mr. Strain:

Thank you for your suggestion that you give the added foot notes to the January article the number "4a". I was very much disturbed about the large number of changes indicated but thought that you would be able to handle it. Personally, I am not in sympathy with the requirement by the Council of the Society that authors be given an opportunity to read proof. They generally miss the typographical errors but take the opportunity to make expensive alterations.

I am forwarding the second bill for the January issue to the Secretary of the Society. I cannot account for the delay in paying this as I O.K.'d your bill and sent it on immediately upon receipt.

Sincerely,

MCN;mw

Springfield, Ill.
February 17, 1949

Mr. Jerome K. Wilcox
The City College of New York
Convent Ave. & 139th St.
New York, N. Y.

Dear Mr. Wilcox:

Under separate cover we are sending you 24 copies of your "Bookshelf" published in January number of THE AMERICAN ARCHIVIST. The 25th copy has been sent to the Louisiana University Library at their request.

Your Bookshelf is a most valuable addition to the series of articles describing special fields of particular interest to the archivist. I know of no other list as up to date and I appreciate the evident thought and hard work put into this contribution.

Sincerely,

MCH;mw

The City College of New York

THE LIBRARY

CONVENT AVENUE AND 139TH STREET

NEW YORK 31, N. Y.

JEROME K. WILCOX
LIBRARIAN

February 25, 1949

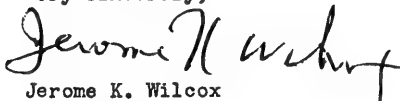
Miss Margaret C. Norton
Managing Editor
THE AMERICAN ARCHIVIST
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of February 17, and
your courtesy in sending me under separate cover twenty-four
(24) reprints of my article in THE AMERICAN ARCHIVIST.

I also appreciate your complimentary remarks
about the article itself. I only hope it serves the purpose
in the periodical, that you desire.

Very sincerely,



Jerome K. Wilcox
Librarian

jkw:h

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TAYLOR

LEON DEVALINGER, JR.

GRACE LEE NUTE

WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

600 Lawrence St. NE
Washington 17, D. C.
February 10, 1949

my dear Mrs Norton,

AA came out this week
and I congratulate you on another
fine issue. as a by product you will
probably remember that I have
been requested extra copies.

Even though you soon
will cease to lead forth editorially,
I am assuming that you will
still be available for reviews
and possibly a SHELF.

Sincerely,
Richard G. Wood

The Interest of J. Franklin Jameson in the National Archives: 1908-1934

..... Jed Shellen

The Papers of Thomas Jefferson: Progress and Procedure in the Enterprise at Princeton

Sydney H. Butterfield

The Twelfth Annual Meeting of the Society of American Archivists

William J. Van Schreeven

Archival Activity in American Universities and Colleges

..... John Melville Jennings

Have You Seen?

The Conservation of Medieval Seals in the Swedish Rikshistoriska

..... Juho Hietala

~~From the Microphotographic Mail~~

~~Donald B. Holt~~

~~The Archivist's Book Shelf~~
~~General Reference Books~~

~~Roland C. McConnell~~

Reviews of Books:

Archives Year Book for South African History. Tenth year, 1947,

ed. by Dr. Conrad Beyers

V. W. Hiller

Bibliography of New Jersey Official Reports, 1902-1945, comp.

by Dorothy Fordyce Lucas

Lillian Michaelis

Calendar of Maryland State Papers. No. 3. The Brown Books,

by Roger Thomas

Clifford K. Shipton

A Calendar of Ridgely Family Letters 1742-1899 in the Delaware

State Archives; ed. and comp. by Leon D. Belinger, Jr.

and Virginia E. Shaw.

Elizabeth Clarke Kieffer

Fi

5

12

MINNESOTA

Dr. Harold Dean Cater became secretary and superintendent of the Minnesota Historical Society on August 15, 1948, succeeding Dr. Carlton C. Qualey. Born in Syracuse, New York, he was graduated from Syracuse University in 1933 and took a Ph.D. degree from Columbia University. Since 1946 he has been in the historical division of the War Department Special Staff.

A former teacher of history in New York State high schools and at George Washington University, Dr. Cator is also the author of numerous articles and reviews in historical and literary periodicals and of two books. His *Henry Adams and His Friends*, a collection of unpublished letters edited with a biographical introduction, appeared last year.

MISSOURI

The Western Historical Manuscripts Collection of the University of Missouri has recently acquired the personal papers of Chester C. Davis, administrator of Agricultural Adjustment Act from December 1933 to June 1936, and the gubernatorial papers of Guy Park, governor of Missouri from 1933 to 1937. Letters written by George Graham Vest, Missouri Senator from 1878 to 1902, and papers of Dr. James W. Connaway, eminent veterinarian of the University of Missouri, have been added to the collections. Business papers added include the papers of the Missouri Lumber and Mining Company of Grandin, Missouri, a large collection recording the company's activities from the late 1800's until the late 1920's. The papers include general correspondence, record books on labor, production, and sales, and various business reports. The papers of the Ozark Land and Lumber Company of Winona, Missouri, include minutes of stockholders meetings, annual business reports, balance sheets, and record books from the 1880's to recent days.

UNIVERSITY OF VIRGINIA
CHARLOTTESVILLE
ALDERMAN LIBRARY

American Archivist

DIVISION OF RARE BOOKS
AND
MANUSCRIPTS

12 April 1949

My dear Miss Norton:

As an introduction to a calendar of our Jefferson papers which we expect to print shortly, I should like to use an article which appeared in the American Archivist for October, 1941, vol. IV, No. 4, pp. 238-249. The article was an excellent one, our stock of reprints has long since been exhausted, and we have occasional requests for it.

Mrs. Helen D. Bullock, author of the article, has agreed to prepare our introduction, and I have suggested that she use the original article from the American Archivist, making some minor corrections, and certain additions at the end. Proper credit will of course be given to the American Archivist. If you have no objection to this plan, we shall go ahead with it. Please let me know at your convenience. We hope to send the calendar to press early in the summer.

Your January issue, incidentally, convinced me more than ever that Karl Trever will have a real job on his hands, when he takes over in July, to live up to the fine standards you have set. The Society is heavily in your debt.

With kind regards,

Sincerely yours,

Francis L. Berkeley, Jr.

Francis L. Berkeley, Jr.
Curator of Manuscripts

Miss Margaret C. Norton
Editor, The American Archivist
Archives Department
Illinois State Library
Springfield, Illinois

flb/cr

April 20, 1949

Mr. Francis L. Berkeley, Jr.,
Curator of Manuscripts,
Alderman Library,
University of Virginia,
Charlottesville, Virginia.

Dear Mr. Berkeley:

There can be no objection that I can see to
a reprint of Mrs. Helen D. Bullock's article, which
appeared in THE AMERICAN ARCHIVIST for October, 1941,
vol.IV, No.4, PP.238-249.

Thank you for your kind words concerning my
work as Editor of the periodical. I enjoyed it very
much, and regret that I have been unable to carry on.

Karl Trever is going to make a splendid editor,
and I bespeak your continued cooperation with him.

Sincerely,

MARGARET C. NORTON
Archivist.

MCN:dob

The Papers of Thomas Jefferson

Editor, JULIAN P. BOYD
Princeton University Library
Princeton, New Jersey

A COMPLETE EDITION OF JEFFERSON'S WORKS
SPONSORED BY PRINCETON UNIVERSITY
PUBLISHED BY PRINCETON UNIVERSITY PRESS

Assistant Editors:
LYMAN H. BUTTERFIELD
MINA R. BRYAN

ADVISORY COMMITTEE

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Bernard Mayo · Samuel E. Morison · Howard W. Smith · Datus C. Smith, Jr. · Charles Scribner
Iphigene Ochs Sulzberger · Carl Van Doren · Lawrence C. Wroth

January 21, 1949

Miss Margaret C. Norton
Managing Editor
The American Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

You would have had a copy of the Papers of Thomas Jefferson article some time ago if I had not encountered difficulties in securing the precise illustrations I wanted. I have every reason to believe that by Monday the 24th everything will be gathered and in final form, so that you should have the article, photos, and all by the middle of the week.

With kind regards,

Sincerely yours,



L. H. Butterfield

P.S. Mr. Boyd has reminded me that we should obtain 200 reprints of the article to use in furthering our cause. Will you therefore give me an estimate, when you can, of the cost of that many offprints, with and/or without covers?

L.H.B.

January 22, 1949

Mr. L.H. Butterfield
Princeton University Library
Princeton, N.J.

Dear Mr. Butterfield:

Shortly after the meeting of the Society of American Archivists you wrote me that you thought you could have your paper on the Jefferson Papers Project revised in time for publication in the April issue. As I am giving up the editorship of *THE AMERICAN ARCHIVIST* with that number, I am anxious to get it off to the printer at the scheduled time, which is February first. If possible I should like to print your article in that number. Will you be able to get it to me by that time?

Sincerely,

January 29, 1949

Dr. L.H. Butterfield
The Papers of Thomas Jefferson
Princeton University Library
Princeton, New Jersey.

Dear Dr. Butterfield:

Your letter about your paper on the Thomas Jefferson Letters publication program crossed mine. I have now received the paper with its excellent illustrations, for which I thank you. This came in ample time for insertion into the April number.

Arrangements with the printer must be made directly by you, in the matter of reprints. We have a new printer and I have no idea how much he charges for reprints, but since the Society absorbs the cost of cuts and composition, I should not think the 200 extra copies would cost much. We supply 12 to 25 copies clipped from the 25 copies sent to the editor for that purpose. The number we can send depends upon whether we are able to make the pages come out even without overlapping of articles.

In writing to the printer, please address:

Mr. Paul R. Strain
The Torch Press
Cedar Rapids, Iowa.

Sincerely,

The Papers of Thomas Jefferson

Editor, JULIAN P. BOYD
Princeton University Library
Princeton, New Jersey

A COMPLETE EDITION OF JEFFERSON'S WORKS
SPONSORED BY PRINCETON UNIVERSITY UNDER A
GRANT FROM THE NEW YORK TIMES COMPANY.
PUBLISHED BY PRINCETON UNIVERSITY PRESS

Assistant Editors:
LYMAN H. BUTTERFIELD
MINA R. BRYAN

ADVISORY COMMITTEE

Douglas S. Freeman, *Chairman* · Fiske Kimball, *Vice-chairman* · Randolph G. Adams · George A. Braksley · Solon J. Buck
Gilbert Chinard · Henry Steele Commager · Harold W. Dodds · Luther H. Evans · Breckinridge Long · Archibald MacLeish
Dumas Malone · Bernard Mayo · Samuel E. Morison · Howard W. Smith · Datus C. Smith, Jr. · Charles Scribner
Iphigene Ochs Sulzberger · Carl Van Doren · Lawrence C. Wroth

March 18, 1949

Miss Margaret C. Norton
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

Herewith is corrected proof of the Jefferson article. I congratulate you on your printer, who made no errors that I can detect. The corrections I have made are very few and very slight.

You will be interested to learn that copy for Volume One was delivered on March 15.

With kind regards,

Sincerely yours,

L. H. Butterfield
L. H. Butterfield

Springfield, Ill.
February 26, 1949

Haverford College Library
Haverford, Pa.

Dear Sirs:

By Direction of the Council of the Society of American Archivists the editor was directed not to make an index for THE AMERICAN ARCHIVIST for the years 1946--48. A consolidated index for the first ten volumes has been prepared and will be issued soon. Subscribers will be notified when this is ready. We are asking the Secretary of the Society, Dr. Lester J. Cappon to send you a title page for volume 10, 1947

Sincerely,

MCN:mw



THIS SIDE OF CARD IS FOR ADDRESS

*Society of American Archivists
450 Ahnaips Street,
Menasha, Wisconsin*

SERIALS DEPARTMENT
HOWARD UNIVERSITY LIBRARY
WASHINGTON 1, D. C.

According to our records we failed to receive the following:

The American Archivist, Index vol. 11, 1948

Please send us the item immediately in order that we may hold to our policy of keeping our files up to date.

Date *May 10, 1949*
Per *R. D. McLaughlin*

Your truly, Joseph H. Reason
University Librarian

May 17, 1949

Mr. Joseph H. Reason,
University Librarian,
Howard University,
Washington 1, D.C.

Dear Mr. Reason:

No index was published for THE AMERICAN ARCHIVIST, Volume 11, 1948. A title page, and table of contents was published, and if you did not receive one, you may secure one by writing:

Dr. Lester J. Cappon, Sec'y.
Society of American Archivists.
Box No. 203,
Williamsburg, Virginia.

Sincerely,

M

The Library
John Carroll University
University Heights
Cleveland 18, Ohio



THIS SIDE OF CARD IS FOR ADDRESS

Society of American Archivists
450 Ashwaip Street
Menasha, Wisconsin

2/4/49

Gentlemen:

Will you kindly send us
the indexes to 1946 and 1948
of the American Archivist.

Thank you.

Mildred M. Schnitzer
Assistant Librarian

Springfield, Ill.
February 11, 1949

Miss Mildred Schindle
Assistant Librarian
John Carroll University
University Heights
Cleveland 18, Ohio

Dear Miss Schindle:

No volume index to the American Archivist ,
for the years 1946-1948 has been published
because a ten year consolidated index to cover
the first ten volumes is about to be published.
Copies of the table of contents and volume
title page were included in the numbers for
January 1947, January 1948 and January 1949.
Extra copies of these may be obtained from
Dr. Lester J. Cappon
Secretary of the Society of
American Archivists
Box 203, Williamsburg, Va.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:mv

January 22, 1949

Miss Margareth Jorgansen
514 Nineteenth St. N.W.
Washington 6, D.C.

Dear Miss Jorgansen:

Last August you promised to do a translation of Gustav Fleetwood's article on the conservation of medieval wax seals for THE AMERICAN ARCHIVIST for publication in the January or the April number. Have you made any progress with this? The April number is my last number before Karl Trever undertakes the editorship, and I am anxious to get it off to the printer by February first so that I can get out from under as soon as possible. If you are unable to complete this by that time, please let me know. I hope, however, that I can have it.

Sincerely,

514 19th St. N.W.,
Washington 6, D.C.
January 27, 1949

Miss Margaret E. Norton,
1105 South Summit St.,
Springfield, Illinois.

My dear Miss Norton:

Thanks for your letter.
As I wrote to you I expect to
have the translation
completed. Am translating
the whole article by Mr.
Fleetwood. If you think it
too long, you may shorten it.
Hope it reaches you by
February 1, 1949.

Yours very truly,
Margaret E. Jensen

P.S. You have done a fine
piece of editorial work. The
magazine has improved. I hope
my part will be satisfactory.

My dear Miss Norton :

Here is the article abbreviated somewhat but written somewhat in the style of Mr. Fleetwood with his changes from third to first person. I looked up the matter of high speed waterjet pumps and his vacuum experiment in general and came to the conclusion that his capable friend evidently had given him an "up to the minute" apparatus. I am of the opinion that the "vacuum meter" may have also been used to draw out the air etc. and to thus help to create the vacuum. As the gentleman says nothing on the subject, I have not touched upon the subject.

The typist whom I found had difficulty with her typewriter and ribbon, consequently the appearance is not of the best. In addition, there are changes made by the writer, which should perhaps not be forgiven so easily.

This is being sent air mail. I hope that it reaches you in time.

Sincerely yours,

Margareth Jorgensen.

Archivist National Archives

April 6, 1949

Miss Margareth Jorgensen,
514 19th St. N. W.
Washington 6, D. C.

Dear Miss Jorgensen:

Thank you for the prompt return of the proof of the Fleetwood Translation.

I hope you will not feel too badly that I made it conform to present Editorial Practice with relation to forms of Capitalization and further to use your name in the footnotes only. Putting too much in the heading is awkward and does not work well.

I appreciate your cooperation in making the translation and in sending favorable book reviews, and I am sure you can expect the same cooperation with Mr. Trever.

Sincerely,

MCN:dob

MINNESOTA HISTORICAL SOCIETY

ST. PAUL 1, MINNESOTA

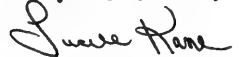
February 23, 1949

Miss Margaret C. Norton, Managing Editor
The American Archivist
324 Third Street S. E.
Cedar Rapids, Iowa

Dear Miss Norton:

We should like to submit for publication in the American Archivist notes on important collections we receive. Are such news notes acceptable? What is the deadline for copy?

Sincerely yours,



Lucile Kane
Curator of Manuscripts

LK/kj

Springfield, Ill.
March 2, 1949

Miss Lucile Kane
Curator of Manuscripts
Minnesota Historical Society
St. Paul 1, Minnesota

Dear Miss Kane:

News notes concerning the Minnesota Historical Society should be submitted to:

Mrs. Mary C. Lethbridge
News Editor, AMERICAN ARCHIVIST
The National Archives
Washington 25, D. C.

Members of the society receive a notice of the deadline for every issue. Since I am retiring as editor with the April issue of THE AMERICAN ARCHIVIST I cannot tell you what the future deadlines will be. My own deadline was two months before publication, that is deadline for the April issue was April 1. That means that the deadline for Mrs. Lethbridge was about a week before that. Probably the best procedure for you will be to send anything you wish announced at your convenience. Mrs. Lethbridge will insert the information in the next issue.

Sincerely,

MCN;mw

MARGARET C. NORTON
Archiv

Springfield, Ill.
March 10, 1949

Mr. W. C. Murton
Consulate of Pakistan
63 East 52nd Street
New York 22, N. Y.

Dear Mr. Murton:

Your letter addressed to the Secretary of the Society of American Archivists is being referred to Dr. Lester J. Cappon, Secretary, whose address is Box 203, Williamsburg, Va. I have never been the secretary of the Society but until recently was editor of the AMERICAN ARCHIVIST the Society's quarterly journal. Since there are special arrangements for membership and subscription in the society for countries outside of the United States it seems best to let him reply to your letter instead of attempting to do so myself.

Sincerely,

MCN:mv



Consulate of Pakistan

63 East 52nd Street

New York 22, N.Y.

IN REPLY PLEASE QUOTE FILE NO.

P 310-1-14/1659

March 16, 1949

TELEPHONE PLAZA 9-7710

CABLE ADDRESS "PAREP"

Miss Margaret C. Norton
The American Archivist
Archives Dept.
Illinois State Library
Springfield, Illinois

Dear Miss Norton,

Thank you for your letter of March 10th in which you have advised me that the letter addressed to the Secretary of the Society of American Archivist by the Director of Archives, Peshawar, N.W.F.P., Pakistan has been passed on by you to Dr. Lester J. Cappon, Secretary of the Society whose address is Box 203, Williamsburg, Va.

2. I am most grateful for the information contained in your letter and your cooperation in this matter.

Very truly yours,

W.C. Milton
for Consulate of Pakistan

WCM/J

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

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GRACE LEE NOTE

WILLIAM D. OVERMAN

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MARY C. LETHBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

March 8, 1949

Dear Miss Norton:

Thanks for your letter of the 2nd and the little folder about Fast-to-Files. I have written to the R. G. Roberts & Co. 651 W. 120th St. Chicago in an effort to sell them some space in the April issue. I very much appreciate the suggestion. I have been writing to other prospects but so far no new advertisers have signed up.

We still have the same three for April issue. Barrow would like to have his advertisement set a little less conspicuously, that is without the heavy border. If it was set at the end of an article, even though it does not take a full half-page he would like it better. He has not written this objection but merely suggested it verbally to me when we met in Raleigh.

Mr. Hollinger wrote me some weeks ago that he wanted to change his copy this year but I have not received it so I suppose that we will use the same for April.

It has been a pleasure to work with you on the Board of Editors. I did very little. The whole accomplishment was yours and the journal is one to be proud of. I hope that succeeding editors can keep up the high level which you have established.

With my best wishes,



WM D. Overman

1509 20th St. N. W.
Washington 6, D. C.
29 January 1948

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

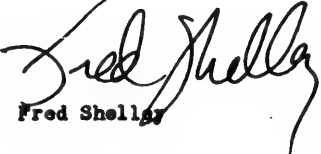
Your letter of the 31st of December has reached me at last. I have only myself to blame that my address was not clearly and easily available. That above, I testify, is correct.

Thank you for making the corrections and for your tolerance of the situation. I was somewhat unjust in my reference to the Library officials who delayed the return of the proofs to me. The delay, I have since learned, was caused by a proposal to place an order with you for off-prints. Dr. Evans vetoed the proposal, presumably on the grounds of economy. The day I wrote I was rather afraid the delay would seriously interfere with those important holiday plans.

A few days ago I had a pleasant conversation with Dr. Leo Stock about the Jameson papers. Of course, you must know that Dr. Stock is the executor and the papers are not a small cache but the bulk of the collection. Dr. Stock has generously granted access to that part of the papers which relates to Jameson's interest in the archives movement. I shall avail myself of the opportunity and attempt to translate manuscript into narrative.

Would it be possible for me to secure an extra copy or two of the October and January issues of the Archivist? If it is, I shall be grateful if you will send them and the bill to me.

Sincerely,


Fred Shelly

Miss

10 February 1948

*ap. in
1949*

Mr. Fred Shelley
1509 20th St. N.W.
Washington 8, D.C.

Dear Mr. Shelley:

You will be pleased to hear that Miss Norton has been released from the hospital and is recovering at home. We presume that she will be in a position to attend to her correspondence in the near future.

Yours very truly,

Theo J. Cassidy
Assistant State Archivist

TJC;mw

1509 20th St. N.W.
Washington 6, D.C.
30 July 1948

Apr. 1949
Dear Miss Norton:

This morning I had a pleasant conversation with Mr. Trever at the National Archives and left with him a manuscript entitled, "The Interest of J. Franklin Jameson in the National Archives: 1908-1934." Thru the generosity of Dr. Leo F. Stock I had access to the pertinent files in Dr. Jameson's personal papers which are now at the Carnegie Institution. The information is known to some people, but I am not aware that it is anywhere in print. Dr. Leland told me that he was not aware of all the details which appear in quoted correspondence.

Dr. Stock, Dr. Posner, Dr. Leland, and Dr. Buck have all read it. In addition, I have obtained full and complete approval from Library officials for its publication. I certainly did not wish to repeat the difficulties of last December.

Incidentally, both Dr. Buck and Dr. Leland told me, each enjoining strict confidence, the details of Dr. Jameson's action regarding Dr. Conner's appointment. At some later and more appropriate time that story can be told. The substantiating documents, I am told, are in the meantime assured physical safety.

The article should reach you in due course from Mr. Trever. If you want to use it, it is yours. I know it will be in good hands.

Sincerely yours,

Fred Shelley
Fred Shelley

P.S. I do hope that your health continues to improve and that you are taking all the advice of your physician. JS

August 4, 1948

Mr. Fred Shelley
1509 20th St. N.W.
Washington 6, D.C.

Dear Mr. Shelley:

So far Karl Trever has not forwarded your article entitled "The Interest of J. Franklin Jameson in the National Archives: 1908-1934." This sounds like something which should be a very valuable historical document and one which we should print. I also have in my files a very interesting account of F.D.R.'s interest in the National Archives, sent me by Dr. Connor. Because of the difficulties Dr. Buck was having over his appropriations with the Republican Congress I have not so far deemed it advisable to print this. Perhaps the two could come out together or maybe we shall just have to hold Dr. Connor's till things quiet down more politically.

It is very fine to have so many good articles offered to the editor for publication. The former editor claimed people just wouldn't write unless he hounded them to do so, and he would not invite anyone to write on a special topic for fear it would not be good enough, etc. I have tried to publicize the nature of articles in which we are interested, and we are getting more variety of topics and treatments, and many, like your own contributions, have come without specific requests. My health is very much improved, thank you. I have to be careful and tire easily but no one ever promised me to come out of my illness as good as new. I still have to give up the AMERICAN ARCHIVIST next year, which grieves me, but I must lighten the load.

We'll be seeing you at Raleigh. I hope.

Sincerely,

August 25, 1948

Mr. Fred S. Shelley
1509 20th St. N.W.
Washington 6, D.C.

Dear Mr. Shelley:

The Jameson article came a week or so ago and I acknowledged receipt to Karl Trever but seem to have omitted thanking the author. This is a very interesting contribution, and I hope it can be printed in the not too distant future. Probably it cannot come out in the January issue since this is a long article and that number is largely devoted to the annual meeting. The story of the selection of Dr. Connor should also be told, as you suggest, but I agree with you that that might wait for a time which would put it more into the field of history. I have a very interesting account of Roosevelt's personal interest in the Archives, written by Connor, but that also should wait for a while.

I am looking forward to a vacation trip in a couple of weeks, after which I hope to be more like my old self than I have been for some months. I hope to see you at the Raleigh meeting. Miss Rogers, our Assistant State Librarian, who is my chief, and I are planning to drive and as this takes us through the Great Smokies we are looking forward to the trip. Thanks for your kind inquiry concerning my health.

Sincerely,

1509 20th St NW
Washington 6, D.C.
4 Feb. 1949

Dear Miss Norton,

A picture of Jameson should reach you, as this letter should, on Monday morning. Miss Elizabeth Donnan, who is doing a good deal of work on the Jameson papers, was kind enough to make a search and mail one she thought suitable. I hope you find it acceptable. She tells me that Jameson never took a good photograph — that only a portrait in oils could

have softened properly his austere
pose. (You are aware, of course, of
the picture in the American Historical Review
for January 1938.) I believe Miss
Dorman will wish for the return of the
print she sent.

I do hope your health improves,
even slightly, and that you do
not find your editorial duties an
undue burden.

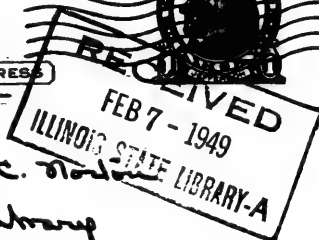
With all good wishes,

Sincerely,

Fred Shelle



THIS SIDE OF CARD IS FOR ADDRESS



Miss Margaret C. Nelson
Illinois State Library
Springfield
Ill.

My dear Miss Austin: Mr. Shelley
of the Library of Congress
has asked me to let you
have a picture to accom-
pany the article of his
which you are publish-
ing. I am mailing one
today which I trust will
reach you safely. I
am sorry but I shall
have to ask for it re-
turn when you have
finished with it as we
have no duplicate.

Dr. Jameson did not
take a good picture
and I find none of
his younger ones, which
belong to the time when
working on the Archive building
at the Library. Elizabeth Donnan.

Springfield, Ill.
February 11, 1949

Mr. Fred Shelley
1509 20th St. N.W.
Washington 6, D.C.

Dear Mr. Shelley:

Thank you and Miss Elizabeth Donnan for the loan of the portrait of J. Franklin Jameson. We are having this copied in our photographic Laboratory and will return the copy you sent within the next few day.

Sincerely,

MCN;mw

ILLINOIS STATE LIBRARY
SPRINGFIELD

UNCLASSED
From Washington, D.C.

Miss Elizabeth Donnan
1530 F. St. N. W.
Washington 6, D. C.

NOT IN DIRECTORY



NO SUCH STREET
MISC. CLK. NO. 901

ILLINOIS STATE LIBRARY
SPRINGFIELD

EDWARD J. BARRETT
SECRETARY OF STATE AND STATE LIBRARIAN

17 February 1949

HELENE H. ROGERS
ASSISTANT STATE LIBRARIAN

Miss Elizabeth Donnan
1530 N. W.
Washington 6, D. C.

Dear Miss Donnan:

Under separate cover we are returning to you the photograph of J. Franklin Jameson which you so kindly loaned to us for THE AMERICAN ARCHIVIST. We have had our own photographic laboratory copy this to make sure that nothing might happen to the original. Thank you very much for letting us borrow this.

Sincerely,

Margaret C. Norton

MARGARET C. NORTON
Archivist

MCN;mw

26 February 1949

Mr. Fred Shelley
1509 20th St. N.W.
Washington 6, D.C.

Dear Mr. Shelley:

The portrait of Dr. Jameson which I returned to Miss Donnan was returned unclaimed. I am therefore sending this to you with the request that it be returned to Miss Donnan.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:mv

1509 20th St., N. W.
Washington 6, D. C.
14 March 1949

Miss Margaret C. Norton
1105 South Second St.
Springfield, Illinois

Dear Miss Norton:

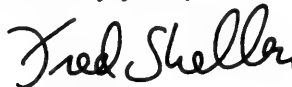
I return the Jameson proofs herewith. They are very clean, certainly, and my few additions easily outnumber the printer's errors.

The picture of Dr. Jameson has been returned by hand to Miss Donnan.

I learned with some misgivings of your retirement as editor so very soon. Of course, since we cannot be privileged to have you continue, Trevor was the obvious and the best choice. He will maintain the ~~good~~ standards you have set.

splendid
Please accept my good wishes for your improved health.

Sincerely yours,

A handwritten signature in cursive script that reads "Fred Shelley". The signature is written in dark ink and is positioned above the printed name.

Fred Shelley

April 6, 1949

Mr. Fred Shelley,
1809 20th St., N. W.
Washington 6, D. C.

Dear Mr. Shelley:

Thank you for the prompt return of the proofs on the Jameson Article.

By numbering the new footnote (42), we avoided having to make corrections on all the other footnotes and citations.

Thank you for your kind words about my work as Editor of the American Archivist. I enjoyed the work very much, but found myself unable to continue with it.

Karl Trever is going to make a very fine Editor. I am sure you will continue as liberal contributor as you have in the past.

n

Sincerely,

MCN:dob

17 February 1949

Mr. Paul R. Strain
The Torch Press
324 Third St., S.E.
Cedar Rapids, Iowa

Dear Mr. Strain:

Under separate cover I am sending a photograph of Dr. J. Franklin Jameson which will be used with the article on him in the April number of THE AMERICAN ARCHIVIST. This is not a particularly clear portrait but it is the only one I have been able to locate.

Sincerely,

MARGARET C. NORTON
Archivist

MCN;mw

The Torch Press

324 Third Street Southeast

Books ~ Catalogues ~ Publications

Cedar Rapids, Iowa

February 18, 1949

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

You will be happy to know that the copy for the April number of The American Archivist has been received and that we are typesetting on the material.

We have your letter advising that a photograph of Dr. Jameson is being sent under separate cover. We presume this will be a full page reproduction and will have the necessary cut made as soon as the picture is received.

We were very sorry to learn that you injured your arm because of a slip on the ice. We have had a great deal of ice here for the past few weeks, but today we are encountering a great deal of melting. We sincerely trust that your arm was not too painful and that it is healing nicely.

Proof of the various articles will be sent to you and to the respective authors indicated in your letter.

Very truly yours,

THE TORCH PRESS

By *Paul R. Strain*

PRS:ck

The Torch Press

324 Third Street Southeast

Books ~ Catalogues ~ Publications

Cedar Rapids, Iowa

April 22, 1949

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

You have undoubtedly already received your copies of the April issue of "The American Archivist." We trust that you are pleased with this result of your efforts. It has been a pleasure to work with you as editor during the short time we have had that opportunity. We can well understand the amount of time and effort it was necessary for you to expend in this connection and presume that you are looking forward with pleasurable anticipation to the extra time which you will now have to devote to your other interests. If at any time we can be of help to you in any way please do not hesitate to call upon us.

Thanking you for allowing us to work with you and assuring you that we will cooperate with the new editor to make his task as easy as possible, we are,

Very truly yours,

THE TORCH PRESS

By *Paul R. Strain*

PRG:ck
Enc. 1

April 27, 1949

Mr. Paul R. Strain,
The Torch Press,
324 Third Street Southeast,
Cedar Rapids, Iowa.

Dear Mr. Strain:

So far copies of the April issue of the AMERICAN ARCHIVIST have not come to hand, but as soon as they are received, so I can check, I will forward your bill to the Secretary of the Association of the American Archivists for payment.

I have very much enjoyed working with The Torch Press and have been astonished at the quality of your proof reading. I am hoping very much that our new editor will ask you for a formal contract in the near future, as he has indicated that he expects to do so.

Doctor Trever has a broad informational background for the editorship, but is a little uneasy because of the fact that he has not had experience in seeing things through the press. I am sure he will have nothing to worry about, because you obviously watch things very closely.

Personally I have enjoyed the work very much, but found it necessary to relinquish it because of the pressure of my regular work.

If you are ever in or near Springfield, please call upon me. Springfield is a most interesting place, and if you have not been here before I will be glad to show you some of our many tourists attractions.

Sincerely,

MCN:dob

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

Editorial Board

KARL L. TIERNEY

LEON DEVALINGER, JR.

GRACE LEE NUTE

WILLIAM D. OVERMAN

Reviews of Books

RICHARD G. WOOD

News Notes

MARY C. LETHBRIDGE

Technical Committee

GUST SKORDAS

Advertisements

WILLIAM D. OVERMAN

600 LAWRENCE ST. NE
WASHINGTON 17, D.C.
Jan 15, 1949

My dear Miss Norton,

"There's good news tonight.
Roland Mc Cormell will do you a shelf
of general reference books for archivists and see
try to have it in your hands by Feb 1.
I am sending you the

following series:
Fink (recess) by Bone
Michaelis on Lucas
Shipton on Maryland Brown Books
Friedel on the Lincoln Papers
Kupper on Redgeley Papers
Cantata on Bostono Bibliographies
Heller on South african year book.

In addition I have
started the HAVE YOU SEEN? but will
lead that open until the end of the
month. In the meantime I expect
more series.

Sincerely yours,
Richard G. Wood

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Technical Committee

GUYT SCORBAE

Advertisements

WILLIAM D. OVERMAN

600 Lawrence St. NE.
Washington 17, D.C.
January 29, 1949

Miss Margaret C. Norton
Editor THE AMERICAN ARCHIVIST
1105 South Second Street
Springfield, Illinois,

My dear Miss Norton,

This is to inclose the HAVE YOU SEEN? and three
reviews, to wit:

Posner on the new Austrian archival periodical

Hill on Colombia

Rubinchek on archival care in Russia

It may be that some will come in over the week
end and have to be sent by special to you Monday night. The SHELF
is in this status but I hope to hear from Mc Connell by Monday.

Sincerely yours,

Richard G. Wood

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

MARGARET C.
NORTON

Managing Editor

Archives Department
Illinois State Library
Springfield, Illinois

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Advertisements

WILLIAM D. OVERMAN

600 Lawrence St. NE.
Washington 17, D.C.
March 14, 1949

Miss Margaret C. Norton
Editor, AMERICAN ARCHIVIST
1105 South Second Street
Springfield
Illinois

My dear Miss Norton,

This is to enclose the corrected proof
for the April issue. At the end there is a review by Mr.
Lawinson on Mechanization Takes Command. This was not submitted
by me and is not cast in the editorial form employed in the
other reviews but presumably has been approved by you.

Sincerely,

Richard C. Wood



The National Archives

Washington, D. C.

January 18, 1949

Miss Margaret C. Norton
1105 South Second Street
Springfield, Illinois

Dear Margaret:

The time is fast approaching when I must be preparing my copy for the July issue. I am correct, am I not, in thinking that May 1 would be the deadline for that issue, insofar as articles and section materials are concerned? What is the date thereafter on which copy must be in the hands of the printer?

I suppose that by this time you have decided what articles you intend to publish in the April issue. I would be grateful, therefore, if you would forward to me what you have left over so that I can begin planning the July issue. Any other material in your files that you think will be useful to me in beginning my work also will thankfully be received. Eventually, of course, I should like to have turned over to me your official files as editor, for I will need them to educate myself on the background story of the American Archivist. I am going to suggest to Lester Cappon that he write to Mrs. Pease in an effort to salvage any of Dr. Pease's editorial files that may still be in existence.

I have had a nice letter from the Torch Press offering me their full cooperation, and I hope that I will not be too much of a worry to them at first. I am having a meeting of my section editors shortly and, since I can't meet with the editorial board, I plan to send them a letter, couched in general terms, describing what I hope to do during my term as editor. So far everyone has been most kind in offering me a helping hand, and I sincerely hope that the good spirit continues. I also plan an editor's note in my first issue, although this may be preceded by a form letter, addressed to individual SAA members, which will have something of a personal touch to it.



Well, enough for this time. I probably will be calling upon you for all sorts of help at first - you will be the "hills from whence cometh my help", I am sure. But I'll try to be as small a burden to you as possible.

Sincerely yours,

Karl L. Trever

Karl L. Trever

January 22, 1949

Dr. Karl L. Trever
The National Archives
Washington 25, D.C.

Dear Karl:

Just now I sent off my correspondence file down to today to our Shipping Room to be sent to you express prepaid. You should be getting it in a few days. I did not have time last night to list the articles I have on hand, but since I have not decided what to print in the April issue that would not help you too much. There won't be much of a core, though the enclosed list of prospects has some good leads which will have to be followed up. I think Carl Lokke knows about most of them; the rest are in the correspondence file. I have written to Jorgensen and Butterfield in an attempt to get their papers for the April number. I also propose to print in it an article on Jameson and the National Archives, the Jennings paper on University archives and perhaps Neil Franklin's paper on Reference Service at the National Archives. Just how much I can print depends upon the length of the News Notes, the Reviews, Noll's column, etc., which I cannot determine at this juncture. I hope to be able to send final information on what is left for you within the next two weeks.

Please turned over two articles and no prospects to me. I have a few prospects for you, but I am afraid not many more if any papers. I really should have been following up these leads I had better, but I haven't had time or energy. I am feeling fine again, but still tire too easily, while work seems to pile up worse than ever in the office. It is just as well that I planned to give up the editorship, for I have been finding it increasingly burdensome, though still as interesting as ever.

You know I will help in any way I can. I will also send you some marked copy as a help in preparing copy for the printer. I have just found the copy for the January number and have sent it over to be tucked in with the correspondence. This may be of some help.

I am practically out of stationery - probably have just enough letter heads to carry me through with the correspondence which will probably continue to come to me for some time yet. I think therefore you had better have some made up for your use. Good luck to you.

Sincerely,

You ask about how much time to allow the printer to get out the issue. Well, copy for the January number was sent to the printer about November 15 and the number is not out yet, though page proof went back nearly two weeks ago so it is expected out any day now. In other words, you have to allow the printer a good eight weeks. I think you should get your first copy to him not later than May 9th.

The Shipping Department just called and said they would have to send the correspondence express collect because the driver who makes the State House cannot tell how much it will be and won't take it unless I can go to the express office and pay it before it leaves town. On account of the week-end I cannot do that and it seems to cause less confusion to our colored friends in the office if the package goes collect. It is six of one and half a dozen of the other since whichever one pays it will have to collect from Helen Chatfield any how - I have been paying postage out of my own money for some time since exhausting the funds she sent and not wanting to ask for more just at the end of my term.



The National Archives

Washington, D. C.

February 10, 1949

Miss Margaret C. Norton
1105 South Second Street
Springfield, Illinois

Dear Margaret:

You are a pretty good correspondent for one so busy—three letters since January 22, not to mention an express package! Thanks for sending me your editorial files. They arrived safely by express and fortunately I had the cash in my pocket to pay the bill. Don't worry about the fact that you had to send them collect. I fully expected you to send them that way, and of course I will get reimbursed by the treasurer eventually. These files will be invaluable to me, and I am anxious to find time to examine them carefully.

The list of articles you have on hand or promised isn't too disappointing. Indeed, I don't see how I could expect you to have much more left over. I am happy that I will have enough holdovers to cover the July issue. After that I think I can round up enough new material to keep going. So whenever you get through with the remains, I'll be ready to take them over. Meanwhile, I'll write to Van Schreeven for any annual meeting papers he may have on hand.

The January issued has arrived. It looks interesting but I haven't had time to more than glance at it. Mrs. Lethbridge said that apparently 5 pages had to be cut off the news notes. Too bad! At all events, I hope my first issue looks somewhere near as nice as this one does!

Thanks for your kind words about my work for you during the past three years. But you are the person that really should be praised for your great patience in putting up with me. I must have been pretty trying at times. Anyway your remarks about our friendship hit the spot. Anytime I can put in a good plug for "M.C.N." you can rest assured I will do so!

Sorry to hear about your accident. You can be glad it wasn't your right hand—think how much worse that would be! Hope you recover rapidly so that you won't miss that gardening you planned.

Sincerely yours,

Karl



Springfield, Ill.
February 17, 1949

Dr. Karl L. Trever
The National Archives
Washington 25, D. C.

Dear Karl:

I have just finished reading the 1948 Proceedings of the British Records Association. The reports on what they have been doing in England are very interesting. I have been particularly interested in the National Register of Archives which would appear to be an inventory project similar to our Historical Records Survey, except that it is apparently being done on a voluntary basis through persons enlisted by the British Records Association. So far as I recall there has not been so much as a News Note about this important program. I suggested to Carl Lokke that I thought a description of this work might be very interesting to the readers of THE AMERICAN ARCHIVIST but thought perhaps we should wait until the Register got going before having an article on the subject. Perhaps by this time we could get Jenkinson or some other English Archivist to tell us something about what has been going on in the British archival world. I offer this merely as a suggestion. I have no intention of continuing to direct the policy of THE AMERICAN ARCHIVIST but I know from experience that suggestions are often helpful.

Sincerely,

MCN;mw

April 7, 1949

Mr. Harold Bachman,
George Banta Publishing Co.,
Menasha, Wisconsin.

Dear Mr. Bachman:

Since I have resigned the position of Managing Editor of the American Archivist, it will not be necessary for you to forward any more material to me.

Any books or pamphlets sent for review should be addressed to:

Mr. Richard G. Wood,
600 Lawrence Street, N. E.
Washington 17, D. C.

All other material should be forwarded to:

Doctor Lester J. Cappon, Secretary,
Society of American Archivists,
Box 203,
Williamsburg, Virginia.

Sincerely,

MCN:dob

April 6, 1949

Mr. Lester J. Cappon,
Secretary, Society of American Archivists,
Box 203,
Williamsburg, Virginia.

Dear Mr. Cappon:

Under separate cover I am sending you some copies of the American Archivist. As you know, I have been getting 10 copies of each month for Editorial purposes.

Perhaps Karl will need some of these, but I thought it best to send my entire supply to you. You in turn then can send him what he needs.

Sincerely,

MCN:dob



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
STATE ARCHIVES
STATE MUSEUM BUILDING
HARRISBURG

February 17, 1949.

Miss Margaret Norton, Archivist,
The Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Recently Dr. Stevens raised the question as to whether or not The Archivist plans to publish my paper read at Raleigh on the Pennsylvania records situation. Of course I realize that there were three of those state papers presented and you may not be able to print so large a number of articles along the same line.

It is not my desire to rush your decision but in case you are not planning to use that paper we might be able to insert it in a Pennsylvania publication where it would be useful as propaganda in our immediate backyard. Since a decision on this matter, if not already made, may well involve Karl Trevor, I am sending him a carbon copy of this note also.

Of course, if The Archivist wants this gem of literature, it has the first claim, but if in your files it is doomed to blush unseen, we would like to dust it off and try it on Pennsylvania History.

I hope that all is going well with you in Springfield.

Sincerely,

Henry Howard Eddy
HENRY HOWARD EDDY, Chief
Division of Public Records

HHE:mbc

CC: Dr. Karl Trevor

Springfield, Ill.
February 24, 1949

Mr. Henry Howard Eddy, Chief
Division of Public Records
Pennsylvania Historical and Museum Commission
State Archives
Harrisburg, Pa.

Dear Mr. Eddy:

The decision as to whether or not your paper read before the Society last fall is to be published in THE AMERICAN ARCHIVIST is up to Karl Trever. My last number the April number has already gone to the printer and in it I used only two papers read at Raleigh. Since I notice you sent a copy of your letter to Karl I presume you will hear from him about as soon as from me. Dr. Van Schreven was supposed to have sent all papers to Karl.

Sincerely,

MCH¹₂mw



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
STATE ARCHIVES
STATE MUSEUM BUILDING
HARRISBURG

February 28, 1949.

Miss Margaret C. Norton, Editor,
The American Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Excuse me for troubling you regarding the paper which I read at Raleigh. Karl Trevor responded to my note very quickly to say that the papers had very recently reached him from Dr. VanSchreeven and that he had not yet made up his mind as to what should be used. The situation is quite well in hand and I am perfectly satisfied to let matters run their course.

This is not the time nor place to go into detail, but our program here seems to be progressing splendidly and I believe that we will be able to report real progress within the next two or three months.

I trust that all goes well with you.

Sincerely,

Henry Howard Eddy
HENRY HOWARD EDDY, Chief
Division of Public Records

HHE:mbo

February 7, 1949

Dr. Roscoe R. Hill
4500-47th St., N.W.
Washington, D.C.

Dear Dr. Hill:

Thank you very much for the copy of Los Archivos Nacionales De La America Latina. I presume this is a translation of your earlier article published in English altho it appears to be longer. Since you have addressed this to me at the State Archives rather than me as editor we are keeping this publication for the State Archives but I think it should be reviewed in the American Archivist. I would appreciate it if you would call the attention of Dick Wood to this publication.

Yesterday I sent copy for my last issue of the American Archivist to the printer, that is, the April number. Of course, I am glad to be relieved of the responsibility of this publication although I thoroughly enjoyed the work. I hope that relinquishing the editorship will not loosen the bond between me and fellow members of the society. I am sure it will not with the two of us.

Sincerely,

MARGARET C. NORTON
Archivist

MCH;mw

No.F.49/4H/48-P.
GOVERNMENT OF INDIA
NATIONAL ARCHIVES OF INDIA

New Delhi, the 5th November, 1948.

Dear Sir,

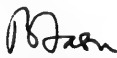
Re:- Review of the Indian Archives.

-*-

I have pleasure in sending under separate cover a copy of our quarterly journal, "The Indian Archives" (Vol.I, No. 3, July, 1947) together with a copy of its Press Summary.

It will be very much appreciated if the journal is reviewed in The American Archivist at an early date and a cutting of the review is sent to this office.

Yours faithfully,


for Chief Editor,
"The Indian Archives."

The Editor,
American Archivist,
Society of the American Archivists,
Washington, U.S.A.

14

Springfield, Ill.
February 23, 1949

The Library Association
Chaucer House, Malet Place
London, W.C.1, England

Dear Sirs:

With the April issue of THE AMERICAN ARCHIVIST now in press my term of office as Managing Editor of THE AMERICAN ARCHIVIST expires. The new editor is Dr. Karl L. Trever, The National Archives, Washington 25, D. C. We suggest that future issues of the Library Association Record be addressed to Dr. Trever. I of course cannot speak for him in the matter of future exchanging relationships. Personally I have found the magazine not only interesting but suggestive.

Sincerely,

MCN:mw

Springfield, Ill.
February 23, 1949

Mr. Carl Brown, Editor
The Library Journal
R. R. Bowker Co.,
62 West 45th St.
New York 19, N. Y.

Dear Mr. Brown:

Since my term of office as Managing Editor for THE AMERICAN ARCHIVIST expires with the April issue now in press, please send future issues of The Library Journal to the new editor, Dr. Karl L. Trever, The National Archives, Washington 25, D. C. Of course I cannot speak for Dr. Trever in the matter of future policies as to exchange of publications but personally I have found The Library Journal the most helpful of any of the present exchanges and wish to thank you for having made it available to me.

Sincerely,

MCN;mw

Springfield, Ill.
March 2, 1949

Dr. Wm. D. Overman
302 E. Catawba Ave.
Akron 1, Ohio

Dear Dr. Overman:

The enclosed leaflet has just come to my desk. It looks like an interesting solution to some of the problems for those of us who use filing cabinets. It occurs to me that you might be able to get an advertisement for this and perhaps other products from this company.

I am assuming that your present advertisements are to be continued in the April number.

I wish to thank you for the splendid cooperation which you gave me during my editorship both as a member of the Editorial Board and also as Advertising Editor. Words are hardly adequate to express what your help meant to me so I will merely say thank you and let you supply the wording.

Sincerely,

MCN:mw

C
O
P
Y

DUKE UNIVERSITY LIBRARY

Durham
North Carolina
March 24, 1949

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

Enclosed is the manuscript of a paper on the techniques used in the processing of manuscripts in the Duke University Library that you requested several months ago. I trust you will forgive us this delay. Largely, it is a result of moving into new quarters. This has kept us busy for the last few months and will keep us in that state until summer. Also we have changed the techniques slightly since the move because our physical facilities and arrangement are so different from those in the old quarters. These slight modifications have been incorporated into the paper.

You have probably noted that Miss Mattie Russell is listed as joint author. She is the Assistant Curator of Manuscripts and deserves as much credit (or discredit) as I do for the paper. She did most of the work of incorporating the changes into the old system.

Very truly yours,

E.G. Roberts
Curator of Manuscripts

Springfield, Ill.

April 5, 1949

Mr. E. G. Roberts
Curator of Manuscripts
Duke University
Durham, N. Carolina

Dear Mr. Roberts:

The very interesting article on the Processing Procedures of the Manuscript Department of Duke University Library by Miss Russell and you is being sent on to Dr. Karl L. Trever who is succeeding me as editor of the American Archivist beginning with the July number. The April number is already in press. As I wrote you upon my return from the Raleigh meeting I thought your exhibit concerning your techniques attracted more attention than almost any other talk given during the meeting. I hope Dr. Trever will be able to use your article. But of course he must be allowed to make his own selection. In case he should decide that he cannot print your article in the near future I would like to put in a bid to publish it in Illinois Libraries.

Sincerely,

HGN:mv

21 February 1949

Texas State Historical Association
Box 2131
University Station
Austin 12, Texas

Dear Sirs:

With the publishing of the April issue of THE AMERICAN ARCHIVIST my term of office as managing editor expires. The new editor is Dr. Karl L. Trevor, National Archives, Washington 25, D. C. Dr. Trevor will make his own arrangements concerning future exchanges.

Sincerely,

MARGARET G. NORTON
Archivist

MCN;mw

Springfield, Ill.
February 21, 1949

Mr. Richard G. Wood
600 Lawrence St. N.W.
Washington 17, D. C.

Dear Mr. Wood:

Enclosed are notices of three new American Library Association books which you might want to consider having reviewed.

Thank you for wanting me to be placed on the list for possible reviewers in the future. After a bit I will probably be glad to cooperate in that respect. Just now I am laying down the burden with a sigh of relief.

I think the Bookshelf has been one of the most popular features we have had. I think we have covered most of the topics, however, and wonder whether it can be continued indefinitely. For that matter, however, I always marveled at your ability to find so many books to review and to find such good reviewers. With best wishes, I am

Sincerely,

HON:mvr

OTHER ARCHIVISTS AND LIBRARIANS, 1950-1951

University of Notre Dame
Notre Dame, Indiana

The Archivist

December 19, 1950

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I see you have been prevailed upon to preside at the luncheon. I am enclosing a copy of my speech as it looks now. The reason why there are such strong words about those who accused Professor Edwards of stealing the manuscripts is because the stories about him have become stronger with the years. It is strange that a person who was so zealous in his day for history should suffer so much now from those who are engaged in the same type of work.

Sincerely yours,

Thomas T. McAvoy
(The Rev.) Thomas T. McAvoy, C.S.C.
University Archivist

TTM:fjz

Encl.

Best wishes for a happy Christmas and
a prosperous New Year.

Manuscript materials for American Catholic history can be considered either official documents - and these are archives properly so-called, or non-official - and these are more properly called manuscript collections. And even among the papers of officials of the Church a distinction should be made between the manuscripts that concern the official duties of the officers and their own personal letters and papers. These last can also be classed as manuscript collections if they are not incorporated into the official records.

Prior to the promulgation of the 1918 Code of Canon Law there were no universal Church laws governing archives, and the preservation of diocesan, parish, and community archives, despite synodal and provincial regulations, depended for the most part upon the personal interests and abilities of the individual bishop and diocesan or community official. In this country few chancery offices were well staffed and few religious and institutional officers had the secretarial help necessary to keep properly the records of their offices. Some officials lacked a historical sense and destroyed valuable records because they had ceased to be of current value. Other officials of timorous consciences felt obliged to destroy the records of personal and intimate transactions of their predecessors and friends. Other records were damaged by wind and rain or were consumed in the destructive fires that plagued the frame buildings or partially wooden buildings in which they were housed. During the 1880's the threatened wholesale destruction of American Catholic records received its first serious check in this country through the activities of James Farnham Edwards, the librarian of the University of Notre Dame.

James Farnham Edwards combined a wide cultural interest with a great devotion to the intellectual advancement of his Alma Mater, Notre Dame. Forced to give up his desires for a priestly career because of ill health, and hampered by speech difficulties in teaching, Edwards accepted the invitation of his closest friend, Father Augustus Lemonnier, the president of Notre Dame, to form a University

Library. After the university building was destroyed by fire in April, 1879, Edwards began again to form a University Library. In the meantime he had saved from destruction on more than one occasion letters of such missionaries as Father Stephen Badin, Bishop Joseph Cretin, and the like. Realizing that similar historical materials were being thrown away or burned, Edwards conceived a plan for a national center for Catholic historical materials. He met the usual cynicism of those who think old papers and historical relics are of no value, but he also found friends and advisers both at Notre Dame and about the country. At Notre Dame he had the friendship of Father Daniel Hudson, C.S.C., the editor of the Ave Maria, and of Father William Corby, the war chaplain. He also had an ardent friend in Martin I. J. Griffin of the Philadelphia Catholic Historical Society, the editor of the American Catholic Historical Review, and John Gilmary Shea. Griffin and Hudson announced the project in their magazines and suggested that no competing collection be started in other parts of the country.

Edwards began to collect in the University Library all kinds of materials on the history of the Catholic Church in the United States. His Memorial Hall was to consist of a museum of relics such as mitres, chasubles, chalices, and the like, to be assembled in rooms decorated with portraits of the bishops and other missionary clergymen, a reference library containing printed materials on American Catholic history, and a manuscript collection to be called The Catholic Archives of America. Since most American bishops had neither the storage room nor the archivist for their papers Edwards proposed to gather all the diocesan archives at Notre Dame and to add to them the papers of other prominent clergymen and laymen. He gathered first all materials in the vicinity of Notre Dame and interviewed for his purpose the many clergymen and laymen who visited the campus, particularly on the occasion of the golden sacerdotal jubilee of Father Sorin in 1888. He corresponded with descendants, friends and successors of notable Catholics of earlier days. When time and money permitted he went about the country begging clergy and lay

alike for whatever documentary materials or relics they might have. In some instances he obtained whatever was left of diocesan archives, in others he obtained the personal papers of prominent priests, and laymen. He received the active assistance of such clergymen as Archbishop William Henry Elder of Cincinnati, of Archbishop Francis Janssen of New Orleans, and Father Ignatius Horstman of Philadelphia, later Bishop of Cleveland. He acquired the personal papers of Archbishop Robert Seton; of the philosopher and critic Orestes A. Brownson, and his son, Henry; of the journalist, James McMaster; and stray letters of hundreds of other Catholic persons. With the aid of a young promising artist, Paul Wood, he made copies of the portraits of the early bishops for his Memorial Hall, searched the attics and cellars of old rectories for castoff relics and letters, and begged and bought books for his reference library.

Edwards did not have either the time nor the financial support necessary to bring his grand design to fruition, but he can be said to have begun the movement which makes possible this meeting today. Probably his Catholic Archives of America was a physical impossibility but there is scarcely a top flight study of American Catholic history covering the period from 1800 to 1870 which would not be definitely poorer in content without this pioneer effort. In recent years, probably through the failure of his friends to record publicly the great sacrifices made by Edwards for the preservation of American Catholic history, his efforts have received strange interpretations. In some chanceries and depositories vague traditions have evolved and have been passed on by some curators of manuscript collections which explain the lacunae in their collections by saying that the documents were borrowed by Edwards and not returned. In more than one instance where whole collections were burned through some misguided chancellor or archivist a story has been created that the documents were purloined by Edwards. And in some cases where his episcopal or priestly friends were happy to assure the preservation of their papers in Edwards' collections, the traditions have been

created that do grave injustice to the high moral character of Edwards and to the mental acumen of some of our more prominent clergymen of the last two decades of the nineteenth century. I say this not to point a deserved finger of shame at Edwards' accusers but to give him some measure of the credit which is long overdue his zeal. Under his successor, Father Paul Foik, the collection was further increased but because of the legislation of Canon Law, which required the bishops to maintain their own archives, the manuscript collection, while national in scope, has had to give up the notion of being the official Catholic Archives and for this reason I changed the title from the Catholic Archives of America to the University of Notre Dame Archives.

This is not the place to list all the papers acquired by the zeal of Professor Edwards. Inclusive of the local and university correspondence the collections now numbered over 500,000 items. Chief of these collections are the papers of the early bishops and archbishops of New Orleans, Cincinnati, Detroit, Vincennes and Fort Wayne, the personal papers of Orestes and Henry Brownson, of James and John McMaster, of Archbishop Robert Seton, of Philemon and John Ewing, of Edward N. Hurley, and of Fathers Daniel Hudson and Edmund Schmidt, and hundreds of autographs of noted figures, lay and cleric, who have figured in our American Catholic history. The calendaring has been progressing as quickly as limited means and secretarial help will permit, and already approximately 100,000 items have been calendared.

Edwards had his imitators in this grand cause at Georgetown, at St. Louis University, at Dubuque, at St. Francis Seminary in Milwaukee, at the Central Verein and more recently at the Catholic University. The Catholic Historical Society of Philadelphia, the United States Catholic Historical Society of New York, the Texas Historical Society, the Western Pennsylvania Catholic Historical Society, and other local Catholic groups have made similar efforts to gather materials. In more recent years Catholic colleges and universities

and seminaries have been making serious efforts to collect and to preserve the manuscript records from which the future historian of American Catholicism can write his story. But the movement is yet young and the amount of manuscript materials yet to be collected is immense. It is to be hoped that in the expanding colleges and universities of the country special provision will be made in the new libraries for the preservation of these records and for their proper supervision.

In speaking of these manuscript collections it is well to recall that the history of the Catholic Church in the United States can be seen from two aspects. One is the official history which deals with bishops, synods and dioceses, priests and parishes and religious communities; and the records of these things will be for the most part in official archives and in official publications. They tell the official story of the increase in parishes and dioceses, of the increase in clergymen and in buildings. Their story cannot properly be told in a vacuum but there is a use for this strictly official religious history, independently of the history of the more human story of the Church. But the history of the Catholic minority in the United States is a history of Catholic people sometimes pocketed in the congested areas of our larger cities, sometimes assembled in Catholic frontier communities but otherwise existing as a hidden leaven almost lost to sight in city, town and community in the great non-Catholic majority. It is the records of the Catholic people which must be gathered in the new Catholic archives of the country lest their story go unrecorded. Universities, colleges, seminaries and parish, diocesan and even national organizations must take steps first to gather up these priceless records of our Catholic people and then to preserve them for future historians. There is need for a concerted effort by those who appreciate these personal, family and society and group records to see that they are preserved. University, college and parish libraries need to establish and preserve depositories for these materials.

I am not so much concerned here with the technique for the preservation of these manuscripts, although I think a clearing house for information concerning these local and diocesan collections would be very useful. Directions for the care and organization of these materials can be found in several available publications on the care of documents. The essential thing today is that we must become more thoroughly manuscript-conscious and give increased attention to this work begun at Notre Dame by Professor Edwards, if the full history of the Catholics in the United States is to be preserved.

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THE COUNCIL OF STATE GOVERNMENTS

1313 EAST SIXTIETH STREET, CHICAGO 37, ILLINOIS

February 5, 1951

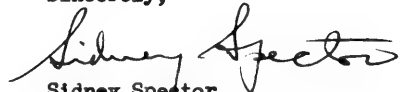
Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

We would appreciate very much receiving a copy, if available, of Circular Letter No. 1, sent to Chairmen, State Committees on Conservation of Cultural Resources, dealing with the subject: "Program for the Protection of State and Local Public Records." This was published by the Illinois State Library, Archives Department, January 26, 1942.

Thank you very much for your cooperation. Please let us know if we can be of service to you at any time.

Sincerely,



Sidney Spector
Research Associate

SS:w1

February 7, 1951

Mr. Sidney Spector
Research Associate
The Council of State Governments
1313 East Sixtieth Street
Chicago 37, Illinois.

Dear Mr. Spector:

Enclosed is a copy of the bulletin we issued in January 1942 entitled "County records and the war." According to my report for January 1942 we also issued something on state records, but what it was I cannot now recall (though I wrote it), nor do I find a copy in our publicity file. I think that was probably something superseded by my article entitled "Establishing Priorities for State Records, Illinois Experience," which appeared in the January 1942 issue of The American Archivist (Vol. 5 p. 18-27).

What we are now advocating chiefly in the way of protection of county records from the hazards of war is the microfilming of the important records and we are providing housing for those microfilms. A number of our Illinois county recorders and some other county officials are now engaged in such microfilming projects. The original records are of course preserved in the respective county court houses, but in case of anything happening to those originals, those records could be reconstituted through reproductions of the film. Fortunately comparatively few of our Illinois county seats are in what are apt to be strategic bombing areas.

Sincerely,

MARGARET C. NORTON
Archivist

COUNTY RECORDS AND THE WAR

Sixty million native-born American citizens cannot prove their citizenship through acceptable legal records, according to estimates by the U. S. Bureau of the Census. What that means to persons of Japanese, German and Italian descent can well be imagined. Even ninth and tenth generation Americans are finding it difficult to get defense jobs or to prove their ages to the satisfaction of their draft boards. Thousands of needy persons have had their applications for old age assistance rejected because they could not prove their age. This critical situation is due chiefly to late and inadequate laws and lax enforcement of birth registration requirements, rather than to carelessness about preservation of records already created.

Not only citizenship rights but also ownership of all real estate and some personal property must be established through county records. The importance of deed and mortgage registers is fully appreciated by county recorders, but in very few court houses are these vital records protected by adequate vaults. Citizens should insist that neither the county government nor the individual shall again suffer loss because official records are missing. They will not achieve this goal unless influential persons such as attorneys, teachers, and librarians back their county officials in efforts to provide adequate care for county archives.

Most county court houses are already crowded and the war is making it increasingly difficult to find adequate storage space for records. The demand for waste paper, also, is likely in this, as in past wars, to result in indiscriminate destruction of records, despite the law which makes destruction of legal records without legislative authorization a criminal act. The following list of types of records, grouped according to their use value, may be helpful to county officials and their advisors in selecting records to receive preferential care.

The Archives Department of the Illinois State Library offers consultation service to county officials on their record problems. So long as the county is able and willing to provide adequate vault space, and to take proper care of its records, original records of local historical and legal interest should be kept in the county. Historical county records which would otherwise have to be destroyed may be deposited in the State Archives to be held until such time as the county can provide adequately for them, or they may be deposited permanently.

County records recommended for especial protection against the hazards of war:

- I. Records which protect rights of citizenship, life and property.
 - a. Vital statistics - registers of births, marriages and deaths
 - b. Naturalization records
 - c. Adoption records
 - d. Records of legalized changes of name
 - e. Records of persons adjudged incompetent as spend-thrifts, drunkards, insane and feeble-minded. Court decrees later pronouncing them again sane or otherwise competent.
 - f. Records of commitments to and releases from state charitable and criminal institutions
 - g. Probate records, particularly for unsettled estate, guardianship and conservatorship cases. Wills, inventories of estates; reports of administrators, executors, conservators and guardians; court orders and decrees
 - h. Land records, including survey records, registrations of deeds and mortgages, records of tax sales and of sales of school and swamp lands.
 - i. Mine maps
 - j. Current chattel mortgage records
 - k. Certain authorizations by State departments which do not go into effect until recorded in the County: Registers of
 1. Licenses to practice certain professions
 2. Corporate charters
 3. Authorizations to foreign corporations to do business in the State
 - l. Marks and brands for live stock
 - m. Registers of licenses issued for "shanty boats", peddlars, fishermen and hunters, butter and cheese cooperatives, ferries, mills, toll roads and bridges, etc.
 - n. Court records, including petitions, appeals, dockets, transcripts of evidence, judgments, decrees and orders, bonds, reports and documents filed with the court, records of unfinished business, etc.
- II. Records which affect the property rights of the county government
 - a. Deeds and abstracts to real estate owned by the county.
 - b. Leases in current effect
 - c. Contracts, including drawings, specifications, contract papers, bonds, etc.
 - d. Current inventories of county property
 - e. Official bonds and oaths of office.

III. Essential administrative records

a. Election records

1. Official lists of county officials (from organization of the county)
- 2. Abstracts of election returns, particularly those not certified to the Secretary of State, as, referenda on commission form of government for cities; annexation and disconnection of territory from cities, towns and villages; local officials not commissioned by the governor, etc.

3. Registration of voters

- b. Records relating to boundaries and organization of special districts, such as drainage, wild life conservation, park, high school, tuberculosis sanitarium, soil conservation, public health and mosquito abatement districts.
- c. Records establishing governmental policies, such as proceedings of the board of supervisors or county commissioners, attorney general's rulings, order books, court decrees, official reports, (printed and manuscript), etc.
- d. Correspondence, limited to that establishing policies official business with other officials, etc. Routine requests for publications, etc., should not be filed with official correspondence
- e. Financial records
 1. Receipts into and expenditures from the County treasury: authorizations and account books in particular.
 2. Assessment and tax collection records
- f. Highway department and surveyor's engineering records
- g. Jury lists

IV. Non-current records chiefly of historical interest.

All county records are historically significant because county business affects every individual in the county. For the history of the pioneer period county records are indispensable to the historian because county government was the one cohesive element of community life.

In general it may be assumed that county records have historical value if:

- a. A record has survived for at least fifty years.
- b. The record has been transcribed or entered in a bound volume. Ledger volumes are expensive, handwriting tedious and time-consuming.
- c. The miscellaneous unbound files are the fuller and original documents on which the bound records are based. Many examples of historical records named below will be found only among the unbound files.

IV. (Cont'd)

Examples of a few of the types of historical materials to be found in county archives:

- a. Minutes and proceedings of the County Commissioners' Court or Board of Supervisors. (The most valuable single set of records)
- b. Records associated with famous persons, notably Lincoln. Records of court cases in which Lincoln and his law partners were associated, also other documents signed by him or in his handwriting. One of the earliest known Lincoln autographs was recently found in a Macon County estray record.
- c. Court records, particularly those of the early circuit court.
- d. Probate records, particularly proceedings of the probate justices of the peace (-1849), wills and inventories of estates.
- e. Land records
- f. Militia rolls
- g. Census schedules
- h. Registers of marks and brands; estray registers
- i. School reports
- j. Early petitions
- k. Road reports
- l. Election poll books
- m. Early assessment and tax collection records
- n. Marriage records
- o. Apprentice records
- p. Bills of sale. Much information concerning treatment of negroes and evasion of anti-slavery laws will be found in apprentice records and bills of sale
- q. Records of early criminal trials

THE COUNCIL OF STATE GOVERNMENTS

1313 EAST SIXTIETH STREET, CHICAGO 37, ILLINOIS

February 9, 1951

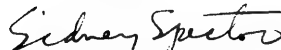
Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you very much for your letter of February 7 and the copy of your mimeographed report entitled County Records and the War. We certainly do appreciate the information contained in your letter and have found the report itself valuable in discussing this general problem.

Thank you again for your splendid cooperation, and please let us know if we can be of service to you in any way.

Sincerely,


Sidney Spector
Research Associate

SS:lam

Thyalsp

7505 - 35th Avenue, Jackson Heights,
New York, April 1, 1951.

Miss Margaret Norton,
Illinois State Library,
Chicago, Illinois.

Dear Miss Norton:

I am not sure whether Dr. Lokke spoke to you of my intentions. The Archivist is slow to arrive at the Columbia Library, and so Dr. Lokke sent me his copy of your report. It is a marvelous report. Since I will be away in France again, I am not increasing my subscriptions to learned periodicals at the present time. Do you, by any chance, have reprints of your summary? I would like very much to have a copy. If you do not, perhaps I can purchase that particular issue, altho Dr. Lokke led me to think that it had been oversubscribed.

I am sorry to be so slow, but I have had innumerable tasks that have kept me to the wheel, so that even when I had received Dr. Lokke's copy of the January issue, I still did not get to writing my commentary right away. What I am sending you was not the final draft, but will give you the general substance of what I said. The final text was a little longer, and some sentences had been improved. I made only two carbons, one of which I would keep for my own reference, and I sent a copy to Dr. Lokke, too. A colleague of mine has had special difficulties with the photographic services, and that was part of the background of my writing. The other was language. I trust that you approve of the text.

Just about a week ago, I opened my little bottle of Calvados, given to us at lunch at Louviers. I am not fond of strong drinks, but this was about the best that I have had of the type. My brother, who is quite a connoisseur, praised it, too. The conference surely treated us royally, from the social point of view.

Classes begin again to-morrow, and I am trying to catch up on many things, for I know what is before me. I am going to write to South Carolina, before the time is up. I received some additional information about where to write from Dr. Gross.

My very best wishes for your continuing efforts, and my pleasure at making your acquaintance.

Yours sincerely,

Beatrice F. Holp

The ~~article~~ summarizing the first International Congress of Archivists written by Margaret C. Norton, appearing in the January, 1951, American Archivist, is an excellent one. I attended the congress as an interested outsider, - an historian who has visited many French departmental archives as well as the National Archives, and who is aware of some of the problems discussed at the congress. Like international conventions where people speak different languages, this congress was slowed up by the necessity of translation, especially for translation of the French into English. Nearly all the European delegates knew French. The young woman who did the translations did a fine job, but it was tiring to first hear a paper summarized from a printed text circulated for the delegates to read before the meeting, and then sit through a translation. The result was that the time for discussion was negligible. I believe that it would be desirable that ^{at least} one member of the American delegation have a knowledge of French. Since my work in France has given me a fair command of the language, I was doubly aware of this slowing process, and a little sympathetic with those who had read the papers carefully before the meeting, and who therefore, did not want to spend two hours before discussion began.

One of the problems discussed at the congress was microfilm. Miss Norton has given an excellent summary of that discussion, which I heard. There ^{an aspect} is ~~a side~~ to this problem which was not discussed directly at the congress, but which is of vital interest to historians. The archivist may look upon microfilm as a means of preserving documents, but the historian looks upon photography as a method of making documents accessible and saving travel. While it was pointed out that the United States has opened its archives to consultation earlier than many European archives, where a fifty year rule applies, nevertheless, the price of microfilm seems disproportionately high in this country. The microfilming services of both the Bibliothèque Nationale and the Archives Nationales charge approximately 1 cent a frame, in terms of American money. The fee charged at our own National Archives is 5 cents a frame, by the single page. Film is more expensive in France than here, and ^{also} reproduction in a commercial store, yet the fee that scholars have

to pay is less than in this country. State archives, city archives, universities often charge 2 or 3 cents, but our National Archives charge 5 cents, and if there are two pages facing, this will be 10 cents. Is there anything can be done to lower this price, which hardly seems justifiable under the circumstances? Documents may be accessible, but reproduction is so costly that the historian who wishes to consult the documents must live in Washington rather than use microfilm. As a historian who has benefitted by the fees in French microfilming agencies, I would like to see this feature of our own service discussed. Were a foreign scholar to come here, the price we charge would be even harder for him than for Americans.

Historians have not always given due recognition to the role of the archivist in their research, and perhaps most archivists have not been drawn from the historical profession. There is a mutual benefit to be derived from their cooperation. It is encouraging that the American Historical meetings reserve one session of their annual convention for problems of archivists, but it is my impression from the Chicago meeting that it was chiefly the professional archivists who attended the session. I am grateful to the French archivists who have facilitated my research, and I would like to see the same recognition here from American historians.

Beatrice F. Hyslop, Hunter College, New York City.

April 11, 1951

Professor Beatrice F. Hyslop
7505 35th Avenue
Jackson Heights
New York.

Dear Miss Hyslop:

When your letter came my office was torn up being redecorated so all I could do about your letter just then was to send you a copy of the article on the Paris conference. I trust you have received it by now.

Needless to say, I was very much pleased with your commentary. I too felt that the American delegates should have been able to handle French better. I had been brushing up on my French via Linguaphone and radio and thought I would soon be able to speak and understand and I think I would have got more if the auditorium had not been so crowded and the audience so restless. As it was, I had difficulty catching even the English which was spoken.

The translator was splendid, but that was too much of a strain for one person. At the preliminary Council meetings we had two translators who alternated and this made it easier not only on them but also on the audience.

The report on the microfilm session caused me to sweat blood. So much of the discussion, especially on the part of French delegates, indicated a lack of understanding of the applications proposed for microfilming that I was embarrassed to give an account of what they said without showing that I was conscious of this weakness. I am very much interested in what you say about the cost of microfilm at the National Archives. We have purchased copies of their census films (which incidentally, we have found very poor from a technical point of view), but we had not calculated the cost per frame realizing that this particular cost was supposed to take care of overhead. We here charge \$.02 per frame plus a \$.25 setting up charge with a minimum charge per order of \$.50. This takes care of the cost of materials while we take care of the overhead. We consider microfilming a service not a source of profit.

Like you, I felt the chief drawback of the Congress, aside from the expected slow-up due to language difficulties, was lack of discussion from the floor. This was due, I feel, rather to the fault of the chairman in not enforcing the announced rule of a limit of 20 minutes summary by the discussion leader and 5 minutes limit to other speakers. I felt that too many of those who had asked to speak were taking advantage of an opportunity to get personal publicity through having a paper of theirs published in the first Proceedings. I hope subsequent congresses will put a time limit on speakers with the understanding that they can extend their remarks when the Proceedings are printed.

Your remark that "perhaps most archivists have not been drawn from the historical profession" is rather amusing to me, since, as a matter of fact, most of us actually did start out as historians. The trouble was that most early American archivists were primarily historians, many with chiefly a genealogical or antiquarian interest in archives, which meant that they showed no interest in nor gave adequate care to archival materials which lacked historical picturesqueness. I well remember the stony silence in which my 1928 paper before A.H.A.'s Conference on Archives was received. I pointed out that archives were fundamentally the business records of the government and that there were many reasons why certain records should be preserved to posterity that the fact that a small proportion of those records have historical significance, and suggested that an archivist would get better financial support if he made himself useful to the government administrator as well as to the historian. The pendulum swung, and for the last decade archivists have been so busy talking about "records management" that they tended to lock down their noses at "mere historians." But we have begun again to talk about our "historical heritage" so perhaps an historian won't feel so out of it at our meetings in the future. Remember, archives is a very new profession, and it is taking some time for us to settle down and to be less self conscious. We hope you will attend many of our future meetings.

I didn't intend to write such a long letter, and I apologize. You see, you are a stimulating person!

Sincerely,

MARGARET C. HORTON
Archivist

Esleek
Fidelity Onion Skin

Jurgens

Brookings, March 3.

Dear Miss Norton,

I hope you do not mind being disturbed with this letter. Through the local library authorities however, I was advised to write to you, a person who knows everybody and their problems.

My problem is the following. I have a friend now working in Sweden as an industrial archivist. His name is E. Tender, a graduate with Master's degree from the University of Tartu, Estonia. Mr. Tender worked for many years as manager of the Archives Department of that city, and eventually became Director of the Estonian National Archives Center. Among ~~many~~ languages which he speaks fluently are Estonian, German, English, Russian, Polish, Swedish, plus knowledge of ancient languages, and reading ability in Hebrew. Mr. Tender is of Estonian nationality, but I would like to enable him to come to this country. In order to obtain an entry permit at all I have to find him employment. I would be very grateful for any information from your side whether and where there are any openings.

Thank you so much.

Yours Truly

Otto Jurgens
Instructor in Civil Engineering
S.D. State College
Brookings, South Dakota.

O. Jurgens

March 6, 1951

Dr. Otto Jurgens
Instructor in Civil Engineering
S.D. State College
Brookings, South Dakota.

Dear Dr. Jurgens:

Under Illinois law it would be difficult if not impossible to take a displaced person onto our staff. Under our law all employees of the Illinois State Library, of which the Archives is a Department, are required to qualify under civil service unless they are clerks (i.e., politically appointed). Usually we can demonstrate to the Civil Service Commission that it will be impossible to get Illinois citizens qualified to take the civil service examinations for the higher grades, and arrangements are thereupon made to waive the residence requirement. However, a part or all of the examination is oral which means Mr. Tender would have to be in America in order to take the examination. Preference must be given to veterans and of course one of the top three is chosen. There are no vacancies on our staff at present but we do expect to hold an examination for Archival Assistants II and III shortly after July first. This will give us a list from whom to choose in case of a resignation or increase in our staff. We can send announcements to your friend but we do not know just how he could get over to take the examination.

The greatest employment opportunities for archivists at present seem to lie in the field of records management which implies training and experience in governmental administration, which means an archivist from Europe would require additional training before he could qualify. The present trend would seem to split off the professional of records manager from that of archivist. Most archivists have been combined the two functions but it looks as if we are to revert to our original function of keeper of the permanent records of our governments, without concerning ourselves with recent records. For that it would seem that Mr. Tender could qualify on the basis of his experience. Job opportunities are less frequent here.

For your friend my best suggestion would be to consult the National Archives as to when the next civil service list will be opened. A recent act compels all federal departments to maintain records management departments. This has taken a number of men from the National Archives, so it is possible that there might be an opening there. Those positions are also under civil service, but to date all their examinations have been "unassembled"-i.e., based almost exclusively on training and experience. I do not know just what the residence requirements are for such positions. Dr. Wayne Grover, Archivist of the United States, can advise you about this.

There is one other person who might be able to advise you. He is Dr. Ernst Posner, director of the Graduate School of the Social Sciences at American University, Washington. Dr. Posner directs the courses on archives given there. He himself is a political refugee, once head of the Prussian State Archives. He can probably give some practical advice to you.

Mr. Zender sounds like a well qualified person, and we are sorry that we do not know of a specific opening for him. We shall be interested in further developments of your efforts to get him to this country and hope we can meet him when and if he comes.

Sincerely,

MARGARET C. NORTON
Archivist

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GENERAL SERVICES ADMINISTRATION

The National Archives

Washington 25, D. C.

OFFICE OF THE ARCHIVIST

March 21, 1951

Miss Margaret C. Norton
1105 South Second Street
Springfield, Illinois

Dear Margaret:

I hope by now you have your "little Hoover Commission" problem adequately in hand - I'm sure you do! The National Archives, of course, had essentially the same difficulty during the war and post-war years and that is why we accessioned a good many records that really shouldn't be here. We now get rid of about as many records each year as we want to accession (or as I want to accession, at least) and perhaps it is working out for the best.

I wonder Margaret if you would send me a copy of your report on the meeting in Paris? I would like to include it in the National Archives dossier on the meeting.

Best regards.

Sincerely yours,



Wayne C. Grover
Archivist of the United States

October 29, 1951

Dr. Wayne Grover
Archivist of the United States
The National Archives
Washington 25, D.C.

Dear Wayne:

Our Attorney General through his representative on the State Records Commission, now being reorganized under a 1951 statute, has ruled that our Commission has no legal right to authorize disposal of records by scheduling of retention periods. It was the intent of the sponsors of the bill to include that and if we failed that is neither here nor there. But the gentleman in question has gone on record as opposed to the principle that scheduling of records retention periods is either feasible or desirable, the experience of the National Archives to the contrary notwithstanding.

Can you or some of your staff supply me with some ammunition, particularly has the question ever been raised in courts to your knowledge? Can citation be given of a legal principle upon which this can be justified? I will be grateful for any help along this line which you can send.

Sincerely,

MARGARET C. NORTON
Archivist

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Cable

GENERAL SERVICES ADMINISTRATION

The National Archives

Washington 25, D. C.

OFFICE OF THE ARCHIVIST

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Margaret:

I haven't been as prompt as I should have been in replying to your inquiry of October 29, as to any citation of court action or other legal principle that you would use in support of your proposal to permit the scheduled disposal of records. I wanted, however, to check with some of the National Archives staff before writing you that we do not have any knowledge of any court action on this matter, either at the Federal or the State level.

As you know our whole case here has been based on the administrative desirability of simplifying the disposal procedure, and the Records Disposal Act of 1943 gave us unquestioned legal basis for the use of disposal schedules, and it has never been challenged in court. The British Government has been scheduling the disposal of records for at least 75 years. Dozens of large business corporations in this country have been using schedules for years (Metropolitan Life Insurance Co. has, I believe, issued a pamphlet on the subject). I don't know how your Act is phrased, but I can't imagine what the objection would be if the Act is properly phrased.

This isn't much help, I suppose. Is there anything more specific I could get for you?

Sincerely,



Wayne C. Grover
Archivist of the United States

November 27, 1951

Dr. Wayne C. Grover
Archivist of the United States
The National Archives
General Services Administration
Washington 25, D.C.

Dear Wayne:

Thank you for your reply to my letter asking whether any legal question had ever arisen over the retention schedules for records disposal. We had carefully followed the wording of the N.A. Act and had taken advice from the Attorney General's office in the matter. We were therefor appalled when the question was raised in the organization meeting of the State Records Commission.

The matter has now been clarified by the interpretation by the Attorney General's office that we do not have the right to give blanket authorizations for the destruction of records which may not have come into existence as yet - as records of a certain category after three years, etc. - but that we can have the practical effect of scheduling by filing with the General Assembly a specific list of categories, with dates, authorized for destruction each biennium. That is, that at the regular intervals at which records are prepared for destruction, the Departments shall send us an application asking permission to destroy, for instance, duplicate vouchers covering October-November 1946. We will establish our own policy, in cooperation with the departments, as to how long those records should be retained, and will waive formal hearings on periodic destructions, merely acting informally on the applications. In this way we will keep our fingers on possible changes affecting proper retention periods. The State agencies, to our gratified surprise, are going along with this policy without the protests against red tape which we had anticipated. The Attorney General has not issued a written opinion in this matter and I note a more liberal interpretation of other clauses as his representative (or alternate, rather) is getting better acquainted with some of the records management problems. Probably we shall be the gainer in the long run by a conservative policy at the start. Just between us, I look for a breakdown when we get about 100 applications all at once to destroy those duplicate vouchers - four copies of each being made.

Many thanks for your letter. An article on the new records law changes of the 1951 General Assembly is coming out soon in Illinois Libraries.

Sincerely,

MARGARET C. NORTON
Archivist

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR

January 26, 1951

The Honorable Edward J. Barrett
Secretary of State
State Capitol
Springfield, Illinois

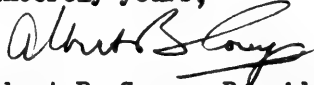
Dear Mr. Secretary:

The American Association for State and Local History has, as one of its basic interests, the proper preservation and protection of those records which possess continuing value as sources of historical information. One of the primary sources of this information is the vast quantity of public records maintained by state and local governmental units throughout the nation. The Association believes it particularly important, in these times, that careful consideration be given to the adequate protection of these public records.

I am, accordingly, enclosing a pamphlet prepared by this Division at the request of the New York State Civil Defense Commission. This pamphlet furnishes useful information concerning the preservation and protection of the records of local governments against bombing attacks. The principles outlined therein can be equally well applied to the records of state governments.

A copy of this pamphlet is also being sent to Governor Adlai E. Stevenson, for his information.

Sincerely yours,



Albert B. Corey, President
American Association for
State and Local History

ABC:DS

February 9, 1951

Mr. Albert B. Corey, President
American Association for
State and Local History
Division of Archives and History
State Education Department
Albany 1, N.Y.

Dear Mr. Corey:

Secretary of State Barrett has forwarded the copy of your pamphlet "Protecting Local Public Records against Bombing Attacks" with the request that we file it and express to you his appreciation of your thoughtfulness in calling his attention to it and making it available for our use.

Civilian defense as relates to county records is proceeding along the lines laid down during the last war. Unlike New York State, comparatively few of our county seats are located in strategic areas so we are not at present stressing preparations for evacuation of county records. However, we are strongly urging county officials to microfilm their most important county records. Many of the counties and particularly the county recorders have undertaken microfilming of records for security purposes and we are keeping in close contact with that work. Our priorities for county records were established in 1942 and we have had no occasion to amend that. Is your office in a position to exert pressure along these lines - i.e., to see that selections are made in accordance with the recommendations in your pamphlet? And is your civil defense personnel sufficiently indoctrinated in the matter of records that they are preparing to follow the suggestions in your pamphlet? I am just asking, for so far, as I said, ours hasn't as yet seemed to do much in that matter.

There is just one thing in your pamphlet which I would criticize, and that is the suggestion on page 17 that destruction of original county records after microfilming is legal, with your implied suggestion that that should be done. Of course, you do say something about "If it is inadvisable to destroy the original" but I question whether some of your local officials, urged on by the microphotographic salesmen may stop to consider what can and cannot properly be destroyed. Of course, I am notoriously an old fogey in the matter of the use of microphotography as a substitute for originals. Recently our experience with enlargements of the 1830 federal census film (made to speed our indexing) makes us doubly hopeful that the originals there will not be thrown away, because there is simply too much illegible from the film enlargements - writing over writing, imperfections in the paper that obscure writing, etc., all of which could be legible in the original.

Please send the Archives copies of any other technical pamphlets you may issue, and thank you for this one.

Sincerely,

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR

February 23, 1951

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

Thank you very much indeed for your very interesting comment about the pamphlet on "Protecting Public Records Against Bombing Attacks." We had a very good time getting it ready and discussing the various things that should go into it. We had the problem as you can realize of making it both simple and comprehensive.

Our office is not yet in a position to establish priorities for local records with a view to having them microfilmed. The law is inexact. There was introduced into the Legislature on Monday, February 19, a bill which, if passed and signed by the Governor, will make it possible to correct some of the deficiencies under which we have had to live for years. There is no telling, of course, whether the bill will actually receive the Governor's assent at the end of the Legislative process but we are hoping for the best.

The statement about the destruction about public records after having been microfilmed was put in the pamphlet specifically to take care of rather bulky materials which are not of permanent value but which should nevertheless be made available when they are needed during their period of usefulness. There are occasions when permanent records could also be microfilmed and the originals destroyed. Like yourself, I am somewhat skeptical for technical reasons about the extensive use of microfilming and also because it tends to create in the minds of custodians of public records the idea that it is not important to keep the original records intact where these records should be kept in perpetuity. It is always a nice question to know how to get a program under way while expressing ideas in a few words and in relatively simple terms.

I am enclosing a couple of copies of a little flyer which has been sent out only this month to custodians of local records throughout the state.

Thanks again for your kindness in writing me.

Sincerely yours


Albert B. Corey

AEC:ECH

Encl.

Sorry I didn't have a chance to visit with you in Chicago.

March 8, 1951

Dr. Albert B. Corey
Division of Archives and History
New York State Education Department
Albany 1, N.Y.

Dear Dr. Corey:

Your leaflet "Do Your Records Need a Doctor" came just in the nick of time to be used to good advantage here in connection with the surveys preliminary to reorganization of Illinois State government which is going on now. I am preaching records management as the keystone of efficient administration - and getting about as far as we archivists usually do. I gave out your leaflet as soon as it came. May we have a few more copies? We may wish permission later to reproduce it, but our printing budget won't be adequate to do so at present.

I think your leaflet the best thing of the sort which anyone anywhere has brought out and I congratulate you on it.

If your brother-in-law Mr. Sawyer is elected, I suppose Mrs. Corey and you will be coming to Chicago for the celebration. Please plan to come on down to Springfield while you are out this way.

Fidelity Union Skin

MADE IN U.S.A.

MARGARET G. BORTON
Archivist

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
ALBANY 1

DIVISION OF ARCHIVES AND HISTORY
ALBERT B. COREY, STATE HISTORIAN
DIRECTOR

March 13, 1951

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

I am very happy to know that you find our leaflet "Do Your Records Need a Doctor" a useful and handy document. It has had a very good reception in this state and in other places. We are hoping from time to time to get out other brief pamphlets in connection with Fire Prevention Week and other special occasions. As these are prepared, I shall ask that copies be sent to you.

Fifty copies of the pamphlet are being sent to you right away. If you should wish to reproduce it, please feel free to do so. The more that all of us can stick together on this program of safeguarding our records, the stronger our case will be.

Thanks very much for inviting Mrs Corey and myself to drop down to Springfield in case we should get out to Chicago. The mayoralty campaign seems to be getting under way with a vengeance. Bob Hunter is hopeful and perhaps he has a good right to be. I find him to be a man of sterling principles and one who, in my judgment, is likely to give the city a fine straightforward administration. Personally, I wish him luck.

Sincerely yours


Albert B. Corey

ABC:ECR

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* 香港大學圖書館, GOVERNOR T

REX PUTNAM
STATE SUPERINTENDENT
State of - Oklahoma

CHANCELLOR OF OREGON STATE
SYSTEM OF HIGHER EDUCATION

NELL AVERY UNGER
LIBRARIAN OF PORTLAND
LIBRARY

*"The best Reading for the Greatest Number
at the Least Cost"*

TRUSTEES OF THE LIBRARY
APPOINTED BY THE GOVERNOR

MRS. MEREDITH BAILEY
電報中譯字南中北事界
W. VERNE MCKINNEY

ELEANOR STEPHENS, LIBRARIAN

Dear Friends:

1. The laws relating to the work of the archivist.
2. Our budgets; in particular salary scales.
3. Records retention and destruction policies.
4. Procedures: accessioning; and the description and use of records.
5. The physical handling of archives: buildings; repair; and preservation.
6. Services of the archivist in current records administration.

In part Item 5 may be covered by the work of the committees on Archival Buildings and Equipment. Microfilm may come under either 3, 4, or 6. How much can we tackle? Is there some important question which does not appear to be covered? If a long range program is in order, what do we do first? Should we ask the other state archivists to exchange forms, etc., or should we plan to duplicate or otherwise periodically publish our findings? May we have your reactions now?

Yours sincerely,

David C. Boniwa
State Archivist

DCD: gbs

March 6, 1951

Mr. David C. Duniway
State Archivist
Oregon State Library
Salem, Oregon.

Dear David:

This is about the sixth letter I have started in reply to yours of February 14. Today I hope I can finish it before I get shunted off on something else more urgent. The legislature is "in" which always a bit hectic, but more so this year because the State government is being overhauled by a "Little Hoover Commission." On top of that we are painting over here in the Archives.

But to get to the point of your letter. It seems to me that our Society of American Archivists Committee on State Archives should confine its work to those fields which are peculiar to State government and to leave such topics as buildings, equipment, photographic techniques, etc. to other committees. Some of the topics I think we might well explore are:

1. How does the fact that most State archivists are also State historians affect our preparation of finding aids? For instance, most of us find it desirable to do rather more minute descriptive work, especially indexing, than the National Archives is able to do. It might be interesting to find out the policies of the various archival agencies in the matter of making calendars, indexes, etc. For instance, at Illinois we try to index all State records prior to 1850 for all names, but do not go beyond what the department of origin does in the way of indexing names. We make calendars only for miscellaneous files prior to about 1830. Theoretically we enter all main series in our catalog, but practically our cataloging is years behind and we find the subject index to our shelf list sufficient, while most of our cataloging time is spent on analyticals of smaller sections of the series which are not easily located without guides of that sort.

2. Photographic processes. We can leave techniques of the work to both committees, but we need considerable study of the applications, especially of microphotography. We here are always having to combat salesmen who are making some of our State officials go all out for microphotography whether they are going to be able to use the results or not. Some are microfilming records which should be destroyed, some are making copies of records which are going to require so much splicing that they won't know whether they are going or coming. Our committee might well exchange views on principles of advising State and local officers in the matter of the suitability of microphotography.

3. Budgets should include consideration of establishing standards for various classes of work. We have recently adopted a civil service standardization of salaries and classifications which is doing a lot to make it possible to encourage promotions in grade, shifting of persons from one type of work to another as our need changes, etc. Several of the State archives are setting up civil service standards and it might be interesting to collect these civil service job specifications.

4. There is the perennial question about how much State archivists can and should do in the matter of local records - the extent to which they should be centralized, inspection, etc.

5. I would lump "records retention and destruction policies" and "Services of the archivist in current records administration". We need to formulate principles and the application of those principles in records administration. On second thought, perhaps these are two separate things - laying down general principles, and devising means of getting departments to start records management programs. I am convinced that the problem is different in a State government from what it is in the federal government. States, even as large a State as Illinois, do not pile up so many copies of forms, probably because they have fewer field offices. Our records actually diminished in quantity during the war because so many small businesses regulated by the State suspended operations, failed to expand in ways that affected State supervision, while there were fewer new corporations. Judging from requests for recommendations for disposal posed to the Illinois State Records Commission, I would say that a State government produces relatively fewer housekeeping records than the federal government, but that the greatest opportunities for space economies come from scheduling of records and other engineering features grouped under the general heading of records management. One matter which might well be exploited by our committee is the question as to how much power the State Records Commission should have in the matter of destruction of records.

6. That point I had better discuss from the angle you suggested, namely, laws relating to the work of the State archivist. We find much dissatisfaction here with our records disposal act in that our General Assembly meets only biennially and departments don't want to wait that long for permission to destroy their records once the State Records Commission has agreed that the records in question have no further value. We are proposing to amend our act to permit the State Records Commission to give direct authorizations for destruction. This goes rather contrary to the tradition almost universally held that only the legislature which has power to create government functions, has power to authorize destruction. Several of our departments have expressed themselves as in favor of such an amendment, but what the G.A. will say we do not know. Of course we all need a better legal definition of what is and what is not a record. Also we need laws that put teeth in prohibition against unauthorized destruction of records. We need some discussion of what representation we should have on the records disposal advisory board. We are now considering a board of three-State librarian, Attorney General, and State historian. I don't think we need to concern ourselves with laws about the organization of the archives department. Our Society has drafted a couple of model laws which nobody so far has followed because conditions are different in every state.

7. Reverting for a moment to No. 3, Budgets, I would say that we need some discussion on the subject of civil service examinations. Twice our Civil Service Commission has insisted on written examinations and of the type that can be graded mechanically. At our last examination two persons passed who had had no archival experience, because they had studied my various articles on archival technique. I am unqualifiedly "agin" examinations which take the form of guessing games, but that is what civil service people love. Would it not be profitable for us to discuss what topics should be covered in an examination for the various grades, and what sort of questions would be best for bringing out qualifications?

So much for the present. Perhaps I will have more thoughts later which I can pass on to you. It seems to me what our committee should do would not perhaps to formulate a definite report but to influence program chairman to arrange for panel discussions of some of these topics.

I'll try to be more prompt in my next reply.

Sincerely,

Margaret C. Martin

Esleeck
Fidelity Onion Skin

MADE IN U.S.

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Sincerely,

Margaret C. Martin

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OREGON STATE LIBRARY
SALEM

XXXXXXXXX Douglas Haley

"The Best Reading for the Greatest Number
at the Least Cost"

XXXXXXXXXXXXX Chas. D. Byrne

Stewart Halbrook XXXXXXXXXXXXX

ELEANOR STEPHENS, LIBRARIAN

April 11, 1951

Miss Margaret C. Horton ✓
Mrs. Dolores Ranso
Mr. Jesse Beall
Mr. Leon De Valinger, Jr.
Mr. William J. Van Schreeven

Dear Friends,

Since writing to you my first letter of February 14, 1951, a new member has been added to the Committee on State Archives for the Society of American Archivists. First, therefore, we welcome Mrs. Dolores Ranso of Colorado, to our number, and I am sending her a copy of my first letter for her reaction.

Meanwhile I have heard from Miss Horton and Mr. Beall, a 50% batting average, which is encouraging if you are still faced with a legislature and a Little Hoover Commission as we are in Oregon. The problems of administration raised in my letter have produced the following remarks:

1. The laws relating to the work of the archivist:

Miss Horton: That point I had better discuss from the angle you suggested, namely, laws relating to the work of the State archivist. I find much dissatisfaction here with our records disposal act in that our General Assembly meets only biennially and departments don't want to wait that long for permission to destroy their records once the State Records Commission has agreed that the records in question have no further value. We are proposing to amend our act to permit the State Records Commission to give direct authorizations for destruction. This goes rather contrary to the tradition almost universally held that only the legislature which has power to create government functions, has power to authorize destruction. Several of our departments have expressed themselves as in favor of such an amendment, but what the G. A. will say we do not know. Of course we all need a better legal definition of what is and what is not a record. Also we need laws that put teeth in prohibition against unauthorized destruction of records. We need some discussion of what representation we should have on the records disposal advisory board. We are now considering a board of three-State librarian, Attorney General, and State Historian. I don't think we need to concern ourselves with laws about the organization of the archives department. Our Society has drafted a couple of model laws which nobody so far has followed because conditions are different in every state.

Mr. Beall: Under item 1, wouldn't it be well to subdivide it into three subheads (1) laws governing handling of state records, (2) laws governing handling of local records, (3) laws governing the microfilming of records. The procedures for handling these materials could, and probably should, be outlined under the other main subject heads.

COPY

2. Our budgets; in particular salary scales;

Miss Horton: Budgets should include consideration of establishing standards for various classes of work. We have recently adopted a civil service standardization of salaries and classifications which is doing a lot: make it possible to encourage promotions in grade, shifting of persons from one type of work to another as our need changes, etc. Several of the State archives are setting up civil service standards and it might be interesting to collect these civil service job specifications.

Reverting for a moment to No. 3, Budgets, I would say that we need some discussion on the subject of civil service examinations. Twice our Civil Service Commission has insisted on written examinations and of the type that can be graded mechanically. At our last examination two persons passed who had had no archival experience, because they had studied my various articles on archival technique. I am unqualifiedly "agin" examinations which take the form of guessing games, but that is what civil service people love. Would it not be profitable for us to discuss what topics should be covered in an examination for the various grades, and what sort of questions would be best for bringing out qualifications?

3. Records retention and destruction policies;

6. Services of the archivist in current records administration;

Miss Horton: I would lump "records retention and destruction policies" and "Services of the archivist in current records administration." We need to formulate principles and the application of those principles in records administration. On second thought, perhaps these are two separate things - laying down general principles, and devising means of getting departments to start records management programs. I am convinced that the problem is different in a State government from what it is in the federal government. States, even as large a State as Illinois, do not pile up so many copies of forms, probably because they have fewer field offices. Our records actually diminished in quantity during the war because so many small businesses regulated by the State suspended operations, failed to expand in ways that affected State supervision, while there were fewer new corporations. Judging from requests for recommendations for disposal posed to the Illinois State Records Commission, I would say that a State government produces relatively fewer housekeeping records than the federal government, but that the greatest opportunities for space economies come from scheduling of records and other engineering features grouped under the general heading of records management. One matter which might well be explored by our committee is the question as to how much power the State Records Commission should have in the matter of destruction of records.

4. Procedures; accessioning and the description and use of records;

Miss Horton: How does the fact that most State archivists are also State historians affect our preparation of finding aids? For instance most of us find it desirable to do rather more minute descriptive work, especially indexing, than the National Archives is able to do. It might be interesting to find out the policies of the various archival agencies in the matter of making calendars, indexes, etc. For instance, at Illinois we try to index all State records prior to 1890 for all names, but do not go beyond what the department of origin does in the way of indexing names. We make calendars only for mis-

cellaneous files prior to about 1830. Theoretically we enter all main series in our catalog, but practically our cataloging is years behind and we find the subject index to our shelf list sufficient, while most of our cataloging time is spent on analyticals of smaller sections of the series which are not easily located without guides of that sort.

5. The physical handling of archives; buildings; repair and preservation;

Miss Horton: Photographic processes. We can leave techniques of the work to both committees, but we need considerable study of the applications, especially of microphotography. We here are always having to combat salesmen who are making some of our State officials go all out for microphotography whether they are going to be able to use the results or not. Some are microfilming records which should be destroyed, some are making copies of records which are going to require so much splicing that they won't know whether they are going or coming. Our committee might well exchange views on principles of advising State and local officers in the matter of the suitability of microphotography.

Mr. Beall: Under item 5, I think it would be well to strike out the part relating to buildings. As you know Gendee has been playing with this subject for several years, nothing would be gained by having another group work with this problem.

My overall questions as to our mode of procedure and the general program is covered in part by some of Miss Horton's remarks, but more specific recommendations were made by both Miss Horton and Mr. Beall;

How much can we handle?

Miss Horton: It seems to me that our Society of American Archivists Committee on State Archives should confine its work to those fields which are peculiar to State government and to leave such topics as buildings, equipment, photographic techniques, etc. to other committees.

Mr. Beall: In so far as a program is concerned, I think it would be good if we could have some kind of a report ready for the fall meeting. I do think a long range program should be developed, this committee could well serve as a central clearing house for state agencies. It could even be made to serve as the co-ordinating agency of the state agencies with the National Archives. For example, one problem most state agencies are interested in is the handling of federal records found within the state borders. If we do no more than explore the problem I think it is worth the effort.

Is there some important question which does not appear to be covered?

Miss Horton: (see also her remarks under 2 relating to Civil Service); There is the perennial question about how much State Archivists can and should do in the matter of local records - the extent to which they should be centralized, inspection, etc.

Mr. Beall: If there is no other committee handling the problem, I think it would be good to have a central directory of all State archival agencies, the number of employees, etc. Perhaps a mimeographed directory could be issued every few years.

If a long range program is in order, what do we do first?

Miss Norton: It seems to me what our committee should do would not perhaps be to formulate a definite report but to influence program chairman to arrange for panel discussions of some of these topics.

Mr. Beall: Don't you think the first thing we should do is block out in full an outline of the program we wish to develop? After we get that pretty well formulated then I think we should start to work on parts of it.

Perhaps the best way to get started on this work is to have each member prepare a full outline covering all phases of the problems raised. Have them submit their outlines to you and you can duplicate copies for all other members. Then each member could have at hand the ideas of the others and from this develop a final outline of the work. This should be returned to you and from this final outline you could prepare your draft of the program.

After the program has been formulated we could decide how much should be attempted this year and which parts should be carried over for future action.

These are a few random thoughts I have and I hope you will find them useful. I shall work out an outline (merely suggestive) which I will send to you in two or three weeks. If you have different ideas will you let me know in time to spare me the work of preparing an outline.

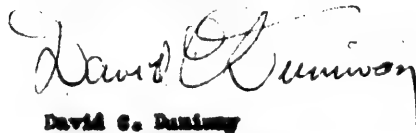
Should we ask other state archivists to exchange forms, etc., or should we plan to duplicate or otherwise periodically publish our findings?

Mr. Beall: I think we should ask all state agencies to supply forms, as well as other data. This to me means the minimum we should do.

It seems to me that Mr. Beall's offer to prepare an outline of the work, is very welcome, if he will let us all shoot at the result. (If you can't do it now, Jesse, please let us know.) My own feeling is that Miss Norton's reaction to my proposal, reflects her awareness of the basis of her own problems and the philosophy behind an archives. For that reason, discussion is most important to her and a session at Annapolis would be most effective. On the other hand each of us is aware of variations in the place of our agencies in the pattern of state government. I for one therefore want to see us gather data on these variations, to be brought together in a directory as suggested by Mr. Beall, which should include the beginnings of a comparative study of the laws under which we function, and the forms which we use.

May I request all members of the committee to send copies of their letters to me to the other members, so we can know immediately what has been proposed and said. I will prepare a letter to the other State Archivists soliciting their co-operation, while awaiting Jesse's outline.

Yours sincerely,



David C. Daninay
State Archivist, and
Chairman, Committee on State Archives,
Society of American Archivists

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ELEANOR STEPHENS, LIBRARIAN

June 15, 1951

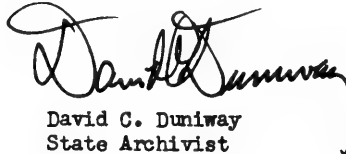
Miss Margaret C. Norton ✓
Mrs. Dolores Renze
Mr. Jesse Boell
Mr. Leon de Valinger, Jr.
Mr. William J. Van Schreeven

Dear Friends:

Since you last heard from me, Mr. de Valinger has come out from under the threat of a little Hoover Commission, and a copy of his lengthy and thoughtful letter is enclosed. I very much appreciate his comments. Having now heard from everyone, except Mr. Van Schreeven, I would like to take a more positive step, and I enclose a questionnaire, suggested by Mr. Boell, designed to gather information which would enable us to bring up to date the general directory of State Archives published in the American Archivist in July of 1947. I have completed it for my state and include copies for yours. May we have your approval of this method of gathering information and the points covered? We will submit the results to the American Archivist for publication, and can use it as the basis of our first report.

As a second step, and in accordance with Mr. de Valinger's letter, I enclose an outline of a program which we might submit to the Long-Range-Planning-Committee of the Society as our initial recommendation for a five year program. My order may be wrong. Will you please approve or disapprove each item in the outline?

Yours sincerely,


David C. Duniway
State Archivist

DCD:rmcl
cc.; Mr. Roger Thomas
Enclosures

May 31, 1951

"Our legislature has just adjourned and our 'Little Hoover Commission' was successfully defeated in its attempt to re-organize our government. With these and similar pressing matters off my mind, I can now give some attention to your long overdue questions for the Committee on State Archives.

"In your letter of February 14 you propounded six questions. I will answer them in the same order, viz.:

"1. As you know, model acts for an archival establishment have been drawn up and published in The American Archivist. Some of these have been adopted with modifications but in our own case we had a good body of archival laws formulated and in operation for many years. These laws have, however, been amended and strengthened from time to time and on the basis of this experience I can tell you that these laws have proven satisfactory. With this experience back of us, we do not hesitate to recommend all or a major portion of our laws for adoption by states which do not have strong archival laws or laws which are inoperative.

"2. On the subject of budgets and salary scales, it is my feeling that local conditions govern this factor of archival administration more than the statistics to be gleaned from all the other archival agencies in existence. It is true that they do have a certain comparative value and would help an Archivist in attempting to raise the standards of his organization by pointing to the figures of neighboring states. Even then, that is of little value. For example, the members of our Budget Commission and those of our Joint Legislative Finance Committee are not the least bit interested in a comparison between the appropriation of our Archives and those of Maryland, Pennsylvania, New York or New Jersey. The size of the state and the volume of business, the type of archival establishment, and the size of the staff are really the governing factors.

"3. As you know, the subject of records retention and destruction policies can be very involved. We have probably been engaged in this as long as any State Archives and, rather than attempt to summarize our work briefly in a few sentences, I would like to remind you that our published Annual Reports since 1941 reflect our policies and activities. You have most of these Reports and I believe you will probably find most of the information you are seeking in them. This may seem to you that I am only answering your questions on the basis of our own experience, but in doing so I am thinking that we have probably had more or longer experience in this type of work than most of the other State Archives.

"4. The subject of accessioning in most of the State Archives is, as far as I can determine, one which is certainly not standardized to the extent that it is among libraries or museums. I learn that Mr. William Van Schreeven, Archivist of Virginia, has been much interested in this subject and is making a limited survey of it. He would probably be pleased to let you know the results of his findings. It may be that our Committee could follow up after his survey and stimulate among State Archives better formulated accessioning policies.

"5. Your fifth question groups several topics under the one heading. May I point out that the Committee on Archival Buildings under the Chairmanship of Captain Victor Gondes, Jr. of The National Archives has been doing excellent work for a number of years and has accumulated a considerable fund of knowledge on the subject of archival buildings. It would probably be unwise for our Committee to infringe on the work of that Committee or attempt to enter into that field. The subjects of

repair and preservation are ones which should properly be undertaken by our Committee and we could undoubtedly contribute much to many of the State Archivists under the subjects of repair and preservation. Presumably your heading of preservation is intended to cover vaults and the air-conditioning of them, fumigation, types of containers and photographic reproduction embracing microphotography and the other methods which have recently been devised. Developments in these aspects of archival preservation are being made rapidly and it requires considerable study for an Archivist to keep abreast of them. It is easy to conceive that many Archivists may not be aware of these developments and that the literature is not available to them on these subjects. Just how our Committee can go about making this information available is something that I can not say at this time. Perhaps further discussion of this broad subject may bring forth a well-formulated plan.

86. This subject is closely related to No. 3 and my answer on it is practically the same except to reiterate that we believe strongly in public records administration. Our philosophy is that if the records of today are not being taken care of properly there will not be any Archives for tomorrow.

"In the last paragraph of your letter you asked if a long-range program is in order. To this I would say that as a member of the Long-Range Planning Committee of the Society of American Archivists I would think that our Committee should work closely with that Committee before formulating a policy which might interfere with theirs or restrict our own. To my way of thinking the greatest service our Committee can render is to foster strong archival units in the states. At the beginning of the present century The American Historical Association had a Public Archives Commission with very active committees in all of the older states. As a result of published reports and activities of this Commission, many of the archival agencies in our Country were established. Our own Commission, established in 1905, is a product of those efforts. If historians could do that for us then, surely archivists should in these times be able to further the development of archival agencies in the various states where such establishments are needed. Some of our oldest and proudest states have archival establishments which are practically inoperative because of their political affiliations. Perhaps a strong spot light of public opinion needs to be turned on this condition to rectify it. Another service which I firmly believe our Committee should undertake is to bend our efforts to establish the archival profession on a firm professional basis. It is true that our numbers are small but the same is true of some other professions but they do retain their professional standing whereas we have a very difficult time of it. Too many times we find that file clerks become archivists overnight.

"Regretting this long delay and hoping that it is not too late to be of value to you, I am,

Cordially yours,

(Signed) Leon de Valinger, Jr.
State Archivist

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ELEANOR STEPHENS, LIBRARIAN

June 15, 1951

Dear

In 1947, there was published in the American Archivist a directory of State Archival agencies. Will you please bring it up to date, add additional information, and to make any necessary corrections? Thank you.


David C. Duniway
Chairman, Committee on Archives,
Society of American Archivists

<u>Question</u>	<u>Answer in 1947</u>	<u>Changes or corrections</u>
State or Territory	Oregon	
Name of Agency	Division of State Archives	Office of the State Archivist
Independent Agency or Division of Larger Department	State Library* *Secretary of State has authority in addition to agency named.	Should read: Secretary of State has dormant collection to which he does not add
Title of Archival Official	State Archivist	
Name of Archival Official	David C. Duniway	
Address of Same	Oregon State Library, Salem	
Kinds of Records	State & local Archives, photog. records for State Library	Photog., & ms for State Library
Local Archives, how acquired	Acquired by state agencies and transferred	Should read: ...or transferred directly upon requisition
Other functions	Library	Should read: None
Photoduplication Service, what kind	None. Photostats and photog. prints obtainable through State Highway Dept.	Microfilm available through other state agencies

Additional questions:

Answers:

How many archival employees, total	Four
Citations to laws defining duties of state archivist	Chapter 401, Oregon Laws, 1947. Chapter 421, Oregon Laws, 1951 (Section 2).
Who authorizes destruction of state records? (Give citation to law)	State Board of Control, consisting of Governor, Sec. of State, & Treasurer (Chapter 372, Oregon Laws, 1947, amended 1951).
Of local records? (Give citation to law)	County Court or board of commissioners, with advice, consent, and assistance of district attorney and state archivist (Chapter 371, Oregon Laws, 1947).
State records, how acquired	By requisition.

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June 15, 1951

Suggested Program for the Committee on State Archives, Society of American Archivists

- First Year:** Bring up to date the Directory of State Archives published in the American Archivist, July, 1947.
- Second Year:** Gather and summarize the variations in laws of the states, relating to:
- a. the duties of the state archivist
 - b. the handling of state records
 - c. the handling of local records
 - d. governing the microfilming of records
- Third Year:** Gather and summarize comparative data on the accessioning and processing procedures of state archives, (including forms).
- Fourth Year:** Gather and summarize comparative data on the disposal policies of state archives.
- Fifth Year:** Gather and summarize comparative data on the technical equipment of state archives, and the technical facilities of the states in the fields of microfilm, photographic duplication, and punch cards.

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ELEANOR STEPHENS, LIBRARIAN

July 23, 1951

Miss Margaret C. Horton ✓
Mrs. Dolores Rense
William J. Van Schreeven
Leon de Valinger, Jr.
Jesse Boell

Dear Friends:

A majority of you have now approved the suggested program for our committee and the questionnaire for the directory. I am therefore taking the liberty of distributing the questionnaire to the other state archivists so that it will be ready in time for the annual meeting.

Two members of the committee have commented on the program as follows:

Miss Horton:

"I am interested in seeing your five year program carried out but I think five years is too long to wait for such things. Could we do it in short time somehow? One thing that I think we could do would be to try to get departmental operations manuals compiled by the various states. I am aware that most don't have them, but we find ours helpful not only in training in new staff members but also as explanatory of the forms we need. When we collect forms from the various archival agencies, I think we should demand at least a minimum exposition of the hows and whys of their use."

Mrs. Rense:

"My only suggestion would be to combine the 3rd and 4th year items-- since they will be almost inseparable anyhow. Two things I'd like very much to see considered in the long range plan would be:

- (a) Basic Training Program in Archives for Records Officers in State Units -- this is an excellent way to cement good public relations and to have departments become "records" conscious.
- (b) Encouragement of check-list publication of State documents--"

Personally I feel that these comments are well taken although they mean more work. I have redrafted the program to include their ideas and would like your reactions.

COPY

Letter to Horton, Rouse, Van Schooten, de Vallingar & Neeli, July 23, 1951 - Page 2

Kenneth Miss Horton has made a worthwhile suggestion and I would like to know if you agree? It is as follows:

"Would it be practicable to sponsor an exhibit as to what other archival agencies are doing at the Annapolis meeting? Of course we get their reports - or some of them - mine was compiled by a newspaper man and occupies a column and a half and does not touch the highlights of what we did in the last biennium. Perhaps some of the others don't get to say everything in their reports either. I think we might limit the displays to terms and technical processes otherwise we may get just newspaper clippings, which, suggestive of publicity we might say, do not reveal much about archival technique, which is our province."

Will you please return the enclosed card as your ballot on the program and Miss Horton's proposal?

Yours sincerely,

David C. Munsey
Archivist, National Archives
Bethesda, Maryland

Enclosure
Box 100

Suggested program (revised) for the Committee on State Archives, Society of American Archivists.

First year: Bring up to date the Directory of State Archives published in The American Archivist, July, 1947.

Second year: Gather and summarize the variations in laws of the states relating to:

- a. The duties of the state archivist.
- b. The handling of state records.
- c. The handling of local records.
- d. Governing the microfilming of records.

Third year: Gather and summarize comparative data to serve as the basis of a manual on the accessioning and processing procedures of state archives and publication programs, including the gathering of sample forms and publications with explanations of their uses and compilations.

Fourth year: Gather and summarize comparative data to serve as the basis of manuals on the disposal policies of state archives and the training of records personnel in state government, including the gathering of sample forms and explanations of their uses.

Fifth year: Gather and summarize comparative data on the technical equipment of state archives, and the technical facilities of the states in the fields of microphotography, photographic duplication, and punch cards.

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ELEANOR STEPHENS, LIBRARIAN

24 July 1951

Mr. Roger Thomas
Secretary
Society of American Archivists
P. O. Box 131
Annapolis, Maryland

Dear Mr. Thomas:

Thank you for your letter of July 11, 1951, I am sorry that my previous report went astray. I now have returns from a majority of my committee approving the program, and I am pleased to learn that the report of the Committee on Long Range Planning endorsed our efforts. Eventually we would appreciate that committee's approval in principle of the program for the Committee on State Archives, before it is presented to the annual meeting of the Society of American Archivists as part of my report. Copies will be sent for submission to the Committee on Long Range Planning as soon as we have a ballot on the final form of the program. A copy of my latest letter to the committee will explain the situation.

Yours sincerely,



David G. Dunaway
State Archivist

DCS:gle
Encl.

COPY

July 26, 1951

Mr. David G. Duniway
State Archivist
Oregon State Library
Salem, Oregon.

Dear David:

I have delaying answering your last letter until the Governor acted on some very important records legislation, a report on which I wanted to include in my reply to your questionnaire. I am not too sure that he has signed the county records bills, but as there was no question about them when they were going through I assume he signed them. Our State Records Commission revision which makes it no longer necessary to go through the General Assembly in order to get permission to destroy records approved for disposal by the State Records Commission we were a trifle concerned about since there was a question raised on the floor as to the constitutionality of handing over a legislative function to the Executive Department. However, all the departments wanted the bill, so we don't expect the question will be raised elsewhere. We will be issuing mimeographed copies of the newly revised act shortly and I will send you a copy.

I quite agree that the points you have raised in the proposed five year program are surveys most needed. I do not think we should spread this work over so long a period as five years, however. Probably the work of bringing the directory down to date is all we shall have time for this year, but I think the other surveys should be made as soon as possible - one at a time, to be sure - but to start on one as fast as data is accumulated for the preceding. Probably the work of gathering data will have to be divided amongst the members of the committee.

One thing which I should like to have resumed at the October meeting this year is exhibits by the various institutions. I would like to see forms and other things shown, also pictures or descriptions of popular archival exhibits. For instance, we have a staff manual in which people might be interested. I think an exhibit of publicity would also be good. I don't want hackneyed things, but new things various archivists have not shown before.

It was nice to see Miss Stephens even though only briefly. We had a nice luncheon on the Archives roof when the N.A.S.L. came. Wish you could have been here too.

Sincerely,

MARGARET C. NORTON
Archivist

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ELEANOR STEPHENS, LIBRARIAN

26 September 1951

Miss Margaret C. Norton ✓
Mrs. Dolores Rense
William J. Van Schreeven
Leon de Valinger, Jr.
Jesse Boell

Dear Friends:

As a final word to the committee on State Archives, I would like to report:

1. Radoff has confirmed space for the exhibit at the Hall of Records. We will have three or four tables in the Assembly Room. We already have been offered materials for the study of records description from Illinois, Georgia and Connecticut; posters from Illinois; publications from New York and Colorado; and I hope that more is on the way, or will be sent to me in care of Morris Radoff, Hall of Records, Annapolis, Maryland.
2. All but five states have answered the questionnaire, and by October 1st, I hope to be ready to codify the results.
3. I have heard from Bill Van Schreeven, and he would be willing to make his study on accessioning available to the committee. Copies of his letter are enclosed, for which he is to be thanked.
4. John Baxendale of Vermont is surveying microfilm projects of state agencies throughout the country. I have taken the liberty of asking him to make the results available to all state archivists through this committee, and he has generously agreed.
5. If you are to be at Annapolis, plan to come early for a meeting of the committee. Radoff suggests that we meet Sunday evening, October 14th, at 8:00 O'clock, at the Hall of Records Assembly Room.

DCD:hjs
Encl.

Yours sincerely,


David C. Dunaway
State Archivist

COMMONWEALTH OF VIRGINIA
Virginia State Library
Richmond

September 13, 1931

Mr. David G. Dunaway, State Archivist
Oregon State Library
Salem, Oregon

Dear Sir:

I am enclosing the questionnaire filled out as you desired. This letter will also constitute a belated acknowledgment of your previous communications. Your various proposals for the committee seem to be excellent. My data on accessioning is highly selective, and when I have finished with it I shall be glad to make it available. My purpose in gathering it is for the preparation of a manual, and although I would be willing to collect additional data as suggested, it may not be too appropriate to gather the items for my own use and also for the committee. I have found that actual examples—preferably photostats—of accessioning techniques is the most satisfactory way to secure information. This information is hard to come by—some are as slow in responding as I am. Somewhere in your report—and I can say this as a serious offender—you should point up the fact that although requests for information and questionnaires will be held to a minimum, there should be some willingness on the part of the members to provide needed data. If such cooperation is given, there should be some assurance that the information and data needed will be made available to others. Perhaps I can enlarge on these ideas when I see you at Annapolis.

I must commend you on the excellent job you have done with the committee during the past year.

Yours very truly,

/s/
/s/

Bill
William J. Van Schreeven
State Archivist

WJD

Enclosure

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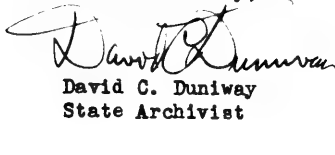
October 25, 1951

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you so much for your contribution to the exhibit on State Archives. I personally got a great deal out of the dramatization which you had so nicely developed. It made a first class report, and certainly must have told many people about your functions and activities. I have been thinking about that staff manual, and I wonder if you would be willing to make copies of the sections pertinent to archives available to other state archivists on microfilm. We had it here for examination, and I took notes, but I would like a complete copy. I am sure that others feel the same way.

Yours sincerely,


David C. Duniway
State Archivist

DCD:GL

November 20, 1951

Mr. David C. Dunaway
State Archivist
Oregon State Library
Salem, Oregon.

Dear David:

It is flattering for you to want a microfilm edition of our archives manual. I haven't had an opportunity to discuss this with Miss Rogers, hence my delay in replying. As you doubtless remember, we published a couple of articles on "The Archives Department of the Illinois State Library; Its Organization and Operation" in Illinois Libraries in 1943. We are still using most of the same forms, but have added a number since. Perhaps we should bring this down to date and republish it, though I am dubious about that. At any rate, it should be revised once more before being reissued in any form. When and if I can get to this this winter I will let you know.

We have received copies of Morris' letter to you anent the recent convention. It sounded a bit like a legislator explaining his vote. The business meeting voted down the proposals he is discussing. I did not vote for any of them because I felt those matters had been deliberated upon in detail in past years. However, if a member wishes to reraise the issue I suppose that is his privilege. It does seem to me rather unfortunate that he chose to air a confidential council deliberation concerning a former editor. Dr. Pease resigned on his own initiative and never knew that there had been any dissatisfaction with the magazine. The editor was made an officer while I was editor because the Council felt that he could do a better piece of work if he knew what was going on in the Council meetings. But I am not going off on another disquisition!

Sincerely,

MARGARET C. NORTON
Archivist

PENNSYLVANIA ECONOMY LEAGUE, INC.

FOUNDED 1932

376 BROAD STREET STATION, PHILADELPHIA 2, PA.

April 10, 1951

Miss Margaret C. Norton,
Archivist of Illinois
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

At the suggestion of Mr. Karl L. Trever, I am sending you a copy of the Proposed Philadelphia Home Rule Charter. Your attention is invited to the provision in the charter for a Department of Records as recommended by the Pennsylvania Economy League. It is believed that this is the first municipal agency of its kind with such broad powers and functions.

There is no doubt that the establishment of this department will require considerable thought and technical planning. After you have had an opportunity to examine this document, any thoughts or comments you may care to send me will be greatly appreciated.

Sincerely yours,

Thomas Amelia.

Thomas Amelia
Assistant Director

May 15, 1951

Dr. Thomas Amelia, Assistant Director
Pennsylvania Economy League, Inc.
376 Broad Street Station
Philadelphia 2, Pennsylvania.

Dear Dr. Amelia:

Thank you for the copy of the Proposed Philadelphia Home Rule Charter. We have studied the proposals for a Department of Records recommended by your commission and of course hope whole heartedly that this suggestion be adopted. It has been difficult enough to call county and state governments on the idea that their official records should be preserved systematically, and up to now no city has adopted this idea. Of course county and state records protect the rights of individuals and therefore the archivist has a talking point. The idea that archives are not just historical documents (though of course Philadelphia must own some gems along that line) but records which are essential to good administration is something which most people have not yet grasped.

When and if your city does adopt this excellent proposal for a records department, we hope that your archivist can visit our Illinois archives and perhaps take home some practical suggestions. In the meantime, the only comment we have to make is that we hope most heartily that this proposal is adopted.

Sincerely,

MARGARET C. BORTON
Archivist

Handwritten: I am not a historian

May 15, 1951

Mr. Henry Howard Eddy
Division of Public Records
Pennsylvania Historical and Museum
Commission
Harrisburg, Pennsylvania.

Dear Mr. Eddy:

Thank you for your kind and understanding review of "Disposition of Illinois Records." A propos of what you said about different states having different points of view about such things, you will be amused at the story of how we came to issue this particular pamphlet in the form it took. The liason officer for one of our larger departments for the State Records Commission has been sold on this scheduling of records business. He has worked hard on standardization of forms for his department, not always meeting with complete sympathy. He got hold of a copy of the federal manual and exclaimed, "Just what I want. I'm going to get out something based on that for our divisions and institutions." I said, "Whoa, what you need for them is something much simpler - that will be over their heads." He replied, "I guess you are right about using it as our own manual, but I certainly need something like that to impress my own superiors first of all. Say, why don't you fix that up to make the changes that would make it adaptable to Illinois and the fact that fundamentally this is the federal manual is going to impress a lot of folks that would listen to the National Archives whereas it would be just one of your notions here." So-o-o, very hastily, I did just that. Our officials just love that impressive language. However, I do think this federal manual is the most lucid exposition of the subject I have seen, and I couldn't do as well. We use this as an explanation of simpler instructions we give verbally. We hope for amendments this session to our State Records Commission act which may eliminate some of the flaws we knew were in it - but couldn't overcome when the act was first reluctantly passed. Maybe we will issue a revised manual then. This we can use for the present.

But what pleased me most of all was what you said of the necessity for realizing that small states and the federal government are different and that the archivist must realize that what would do for one won't do for the other. I have been rather concerned about the people going out to the states from the National Archives and trying to set up imitation National Archives where they go. I am very glad you had those experiences in Vermont and in North Carolina before you went to Pennsylvania - they have doubtless saved you many mistakes.

Sincerely,

MARGARET C. NORTON
ARCHIVIST



COMMONWEALTH OF PENNSYLVANIA
PENNSYLVANIA HISTORICAL AND MUSEUM COMMISSION
DIVISION OF PUBLIC RECORDS
ROOM 222, EDUCATION BUILDING
HARRISBURG

June 12, 1951

Miss Margaret C. Norton, Archivist
The Illinois State Library
Springfield, Illinois

Dear Margaret Norton:

Your fine letter of almost a month ago has been lying on my desk, and my calendar pad shows recurrent entries "write Margaret Norton." I do appreciate your comment on my review of Disposition of Illinois Records. One of our mutual friends who saw the review in advance of its publication was fearful that you would be offended, but I did not agree, though his comment did worry me a bit. Your letter shows that we understand each other very well, that you anticipated the very criticism which I made.

Life is an attempt to avoid extremes, and we state archivists have to shun the efficiency boys and the academic diction on one hand and the antiquarians with their endless trivia on the other. My belief is that the abyss is just as deep on one side as the other. I doubt if Ed Leahy would succeed any better as a state archivist than did Mr. Salley in South Carolina. There are diverse roads to failure.

It is my ambition someday to produce a distillation of archival horse sense to fit the administrative level of the states and large cities and on the intellectual level of state and city officials. This should wait for a few years, for I have already written too much as to what should be done on a pretty narrow platform of practical accomplishment. Maybe in another five years I will have the records of Pennsylvania in some semblance of order so that I can justify sounding off on the theme of records management in states and large municipalities. At least I look forward to that--optimist that I am.

Meantime we are plugging along. Our program is studded with golden promise and utter frustration, each almost endless. We "never are but always to be blessed." The great difficulty is in recruiting personnel of the right caliber, and I do not need to explain to you how great that problem is. Just at present, however, the prospect for getting good people looks better. We'll see.

Aside from such generalities, there is no way of conveying to you our present state and future prospects. I am far from abject surrender, but certainly I am no conquering hero. In three years here (it is just that now) I have learned my way about and constructed a definite pattern for development and progress. With persistence, perspiration and luck, Pennsylvania will yet have a great public records office.

I hope that your health is improving and that life is being good to you.

Sincerely,


Henry Howard Eddy
State Records Officer

The Society of American Archivists

PHILIP C. BROOKS, PRESIDENT
4210 OAKRIDGE LANE
CHEVY CHASE 15, MARYLAND

August 29, 1961

Miss Margaret C. Norton, Archivist
Illinois State Archives
Springfield, Ill.

Dear Margaret:

A few years ago there was published in Illinois Libraries some information on the training course in records administration that you gave in connection with the state Civil Service Commission. I am now endeavoring to learn at what institutions archival and historical manuscript training is available, and would be most grateful if you would tell me what is the current status of your course. Is it given, for what kinds of students, what is the emphasis (I assume current records and records retirement), and is it open to outsiders. If you know of any other courses aside from Dr. Posner's, David Duniway's (I'm writing him too), Mrs. Renze's at Denver, and Ed Leahy's in New York I'd appreciate your telling me of them.

The Illinois Civil Service announcement for grade II and III archivists certainly sets high "desirable qualifications", and I always admire high standards. I'd be interested to know what luck you have.

Hope we see you at Annapolis. Hastily,
and with thanks for your information -

PCB


September 10, 1951

Dr. Philip C. Brooks, President
Society of American Archivists
4210 Oakridge Lane
Chevy Chase 15, Maryland.

Dear Phil:

The Illinois State Library is giving no training courses of any kind on archives or records management at this time. The 1945 course on records management was the latest we have given. When we first moved into the Archives Building we had a lot of material which would lend itself to internship, but the period when we could profitably use such help is over. We did have one intern - a girl from Brazil - a few years ago, but she was unable to accomplish anything from our point of view.

The University of California projected a course similar to Ed Leahy's but I have heard that this was dropped for some reason.

Miss Rogers told me today that she will be unable to attend the Annapolis meeting since Illinois Library Association meets that same week. I am driving to Connecticut on my vacation starting the last of this week, which means I would have to drive east again within two weeks of my return, or else go by train. If I had known about this sooner, perhaps I could have planned to combine it with my vacation, but reservations at a hotel closing October 1st, etc. complicates this. It is barely possible that I shall pass up the meeting myself, but probably will go. I will not decide until I find out how my trip now turns out.

Sincerely,

MARGARET C. NORTON
Archivist

The American Archivist

Trever

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

Karl L. Trever
Editor

Room 13E
The National Archives
Washington 25, D.C.

June 9, 1951

Miss Margaret C. Norton
Archivist
Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

I have been neglecting my correspondence with old friends and colleagues shamefully, but my job at the National Archives combined with my editorial duties keeps me so busy that I can't manage to write except when I have something pressing on my mind.

Leon de Valinger as program chairman for the Annapolis meeting insists that as editor I must participate in a session on the "Archival Profession" which he has scheduled for October 16. He wants me to have a 20-minute paper on the "Archival Profession and the American Archivist." Because I believe it is the duty of the editor to keep close personal contacts with membership of the Society I cannot refuse his invitation, so am stuck with the assignment.

As editor for several years you surely must have done some thinking along these lines yourself and, if you can possibly find the time to do so, I would be most grateful if you would give me the benefit of your ideas on the subject. In general what are the responsibilities of the journal and its editor to the profession? Are our objectives different today than they were when the journal was established--if so, in what manner? Must the editor merely follow the stream of archival developments and present only what comes his way, or should he attempt to be a leader in the vanguard of new developments? In what ways and by what devices can the journal best meet its responsibilities to the profession? Can it do a better job than it now is doing to serve its readers? Why can't we do all things that some members might think we ought to do? And what are the responsibilities of the profession to the journal, collectively and individually? These are but a few of the questions that might be considered. Any comments you may wish to make on any or all of them will be appreciated indeed. I haven't even outlined the topic in my own mind as yet, but I think I can develop something worth the time of the audience.

You will be glad to know that it now looks as if we are going to make the grade financially. I thought for a while that we would have to leave Torch Press and go over to photooffset, but by very careful planning and some cutting of corners we will stay in print. The advertising business is at last coming my way--the Contoura ad and now Remington Rand. Even American University gave me a one-time ad! I expect to get some business as a result of Cappon's recent article on Records Management at Williamsburg, too. I'm doing the advertising work myself and if I can't get results we might as well give it up. I still have a pretty good kitty of articles, but if you know of any good ones looking for a publisher, please send them my way.

As ever, *Karl*

June 22, 1951

Dr. Karl L. Trever, Editor
The American Archivist
Room 13 E
The National Archives
Washington 25, D.C.

Dear Karl:

Since turning the editorship over to you, and having full confidence (justified by results) in you, I must confess I have given very little thought to the magazine. I think I included the correspondence of the President (then myself) with various members of the Society on the subject, dated from the time Theodore Pease resigned as editor.

I felt strongly then, and I feel the same now, that the periodical should take an aggressive attitude towards keeping all archivists up to date about what is happening in the archival world, not only as to what is going on now, but also as to trends in the business world which are likely to affect the types of records we shall be getting in the future and the way we shall handle them. For instance, we have heard altogether too little about the implications of the punchboard machines. Some librarians are even predicting that electronics will revolutionize the methods of getting at knowledge and that the catalogs and indexes of the past will disappear. I feel now, as I have always felt, that the American Archivist is weakest on the subject of mechanical aids. I think it might be well to have a committee whose duty it shall be to review such magazines as Office Management and Equipment for ideas on new machines which might have an application to records making and keeping. That was what I had in mind in appointing my technical committee, but it didn't work out too well.

Definitely I feel that the editor should go out after articles rather than just select from those offered him. The program committees do an excellent job in producing rather well rounded program for papers to be delivered in person. On the other hand, however, there are topics or tabulations of data which might be of great interest for our readers to have, but which would be deadly at a convention.

I wish I had some tangible ideas for your paper, but you seem to be thinking along the same lines I have been, so I guess there is little for me to say. The best of luck to you.

Sincerely,

MARGARET C. NORTON
Archivist

The American Archivist Wood

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

Karl L. Trever
Editor

Room 13E
The National Archives
Washington 25, D.C.

4607 Woodberry Street
Hyattsville, Maryland
June 26, 1951

Miss Margaret C. Norton
1105 South Second Street
Springfield
Illinois

My dear Miss Norton:

Although I hate to ask you two issues
in a row, I wonder if I can prevail on you to review the
following:

National Archives Staff Information Papers
#15 Control of Records at the Record Group Level
#17 Preparation of Detailed Lists of Records

These are so short that they can be
be grouped in one review. If you are willing to oblige,
please let me know and I'll send you copies. I need
about 600 words in 30 days. Thank you.

Sincerely yours,

Richard G. Wood
Richard G. Wood
Reviews Editor
AMERICAN ARCHIVIST

June 30, 1951

Dr. Richard G. Wood
Reviews Editor
The American Archivist
4307 Woodberry Street
Hyattsville, Maryland.

Dear Mr. Wood:

Much though I am interested in the two recent National Archives Staff Information Papers on Control of Records at the Record Group Level, and, Preparation of Detailed Lists of Records, I must beg off this time from reviewing them. This next month promises to be a busy one for me - chairman of the local committee for the National Association of State Libraries meeting here the 14th, reorganizing the State Records Commission, breaking in a new assistant, etc. I am afraid I could not meet the deadline and I can no longer take on outside work. Next time I'll try to accomodate you.

Unless the Governor vetoes the bill, we shall have a reorganized State Records Commission with broad powers in the matter of direct authorizations for disposal by the Commission (i.e., without having to go through the General Assembly), and for setting up schedules for disposal of records. In as much as this bill also repeals all sections in existing acts permitting departments to destroy records - some of these bills in the past have been too broad - we expect to have to practice our fur-rubbing technique. Also we expect to be deluged with requests for destruction since several of the departments have pushed this bill eagerly and want to start right after the Governor O.K.'s the bill. There was a constitutional objection raised on the floor of the House, so one never knows.

Sincerely,

MARGARET C. NORTON
Archivist

JOINT UNIVERSITY LIBRARIES

Nashville 4, Tennessee

Office of the Director

August 13, 1951

Peabody College
Scarritt College
Vanderbilt University


Miss Margaret Horton
Archivist, State of Illinois
Springfield, Illinois

My dear Miss Horton:

We are at present working on the furniture for the Tennessee State Library and Archives building and I am writing to inquire as to what type of trucks you have found to be best suited to the handling of archives. Will medium sized book trucks, such as one can buy from Henderson and, serve the purpose? Or do you need a truck with a wider body? I am certain your experience will be most helpful and in your reply I will send a note concerning the matter. It will be greatly appreciated.

Thanking you for your help and wishing
the best personal regards, I am

Very sincerely yours,


A. F. Sullivan
Director

14

August 14, 1951

Dr. A.F. Kuhlman, Director
Joint University Libraries
Nashville 4, Tennessee.

Dear Dr. Kuhlman:

We use a variety of trucks in the Archives:

Baggage trucks with a 12" extension lip - most handy for moving cabinets about. We have 4.

Dollies: a frame 21" x 30" mounted on ball bearing casters about 4" in diameter. These are used in moving furniture and also for cabinets. The dollies and baggage trucks are the most used.

Jeeps: canvas boxes with steel frames, 23½ x 35 x 38" high, mounted on dollies. These are invaluable for bringing in loose papers and small bundles and for temporary storage of the same; also useful for picking up waste paper.

Push Carts: wood beds 22 x 31 x 9½ deep, mounted on two wheels 28" in diameter, and with a handle for pushing. Used for about the same as Jeeps only for smaller loads and for longer hauls - as from one building to another.

Platform Trucks, about 3' x 4½' platforms mounted on wheels about 6" in diameter - for heavy duty moving as transfer drawers, etc. We share one with the State Library and occasionally borrow one from the Superintendent of Buildings and Grounds.

All the above are purchasable from janitor's supply houses. Doubtless similar equipment is in use in your Capitol. Because of the large amount of moving you will have, we recommend that the Library purchase its own equipment.

In addition we make extensive use of Vault Tables each having a top and a shelf 24½ x 16", mounted on swivel casters and standing 39½" high. These we use for wheeling books and documents around in the archives itself - as from vault to reference room or to staff rooms. These are standard equipment procurable through companies manufacturing vault equipment. I think ours came from a Brown Manufacturing Company somewhere in Michigan, but believe the firm is now out of existence. We keep at least two in every vault and have a number of extras for such staff use as carrying current work into the vault each night, etc.

We also have one steel library truck but find comparatively little use for it.

Also, in purchasing furniture, do not forget to supply step ladders for use in the vaults. There are several types, also ob-

tainable through vault equipment manufacturers. The type you need will depend upon the type of equipment you buy for your files.

We are glad you are coming along with the building. I saw Mr Church at A.L.A. and neither of us are too happy about the final plan of the building. Both of us think there was too much adapting of the interior to the exterior. However, there was little that any of us seemed able to do about that. I expect considerable comment from brother archivists about an archivist's office without a window! However, there is always a possibility of making adjustments later. However, this is just between the two of us.

Sincerely,

MARGARET C. NORTON
Archivist

JOINT UNIVERSITY LIBRARIES

Nashville 4, Tennessee

Office of the Director

August 17, 1951

Peabody College
Scarritt College
Vanderbilt University

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

Thank you for your most helpful letter of August 14. You have given us precisely the information that we need with reference to the trucks and related equipment that will be needed in the Archives of the State of Tennessee.

With reference to your comments in the last paragraph of your letter, I do not think that it is too objectionable to have a windowless office in a well air conditioned building. It makes all the difference in the world as to working conditions if one is working in a room in which humidity and temperature are uniformly controlled the year around. Of course we originally had in mind that the archivist would have his office out where there are windows and that can always be arranged because there is ample room in the archives search room for an office for the archivist and his secretary.

Thanking you again for your helpful letter and with kindest regards to you, I am

Most sincerely yours,


A. F. Kuhlman
Director

K:f



STATE OF VERMONT
PUBLIC RECORDS COMMISSION
MONTPELIER

June 29, 1951

Miss Margaret C. Norton
Department of Archives
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Consideration is now being given to the classification of State Archivist. The weekly pay schedule, by grades, now set up under the merit system for the State of Vermont is as follows:

Grade	Initial salary	Final salary
1	28.60	34.40
2	32.10	42.50
3	39.00	49.40
4	45.90	59.80
5	55.20	69.00
6	64.40	78.30
7	73.60	91.00
8	85.20	102.50
9	96.70	117.50
10	110.50	138.30
11	129.00	167.10

It will be appreciated if you will write just as soon as possible giving me the facts:

No. 1. With the above grade schedule in mind, in which grade would you place the State Archivist?

No. 2. If you have a similar grade schedule in operation, in what grade are you and what is the amount of your annual salary?

The comparative value of this information will be of **very** great help in establishing the personnel in this department.

Appreciating your help and with kind personal regards to you I am,

Cordially yours,

John O. Baxendale
JOHN O. BAXENDALE
Director

JCB/ep



STATE OF VERMONT
PUBLIC RECORDS COMMISSION
MONTPELIER

July 2, 1951

Miss Margaret C. Norton
Department of Archives
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Examinations are now being considered for various positions in the Archival Department.

It would be of considerable help to us, if you would be good enough to send samples of any examinations that you may have conducted in the past for any or all archival grades.

We shall appreciate this help very much.

Very truly yours,

A handwritten signature in cursive script, reading "John O. Baxendale".

JOHN O. BAXENDALE
Director

JOB/ep

July 6, 1951

Dr. John O. Baxendale, Director
Vermont Public Records Commission
Montpelier, Vermont.

Dear Dr. Baxendale:

With the exception of one examination, all Illinois civil service examinations for archival positions have been conducted orally by special examiners. That one, held two years ago for Document Archivist and Classifier (now classified as archival assistant III) and Field Visitor for Archives (now archival assistant IV - the archivist corresponding to a V rating) was partly oral and partly written. Because of the insistence by the civil service people on an examination which could be graded mechanically, we were not satisfied with the results. Under our civil service rules we can not obtain a copy of the questions used in this examination, but if your Civil Service Commission is a member of the National Civil Service Assembly, it can get a copy for use in your state.

We find it difficult to formulate requirements which take care of the various duties of archival assistants, many of which are routine in nature but must be done with greater accuracy and intelligence than we find in ordinary file clerks.

You may be interested the job descriptions for our archives staff, a copy of which is enclosed.

Sincerely,

MARGARET C. NORTON
Archivist

July 7, 1951

Dr. John O. Baxendale, Director
Public Records Commission
Montpelier, Vermont.

Dear Dr. Baxendale:

In cleaning out my desk this morning I found your letter of June 29 asking about salary schedules. I had intended to send it over to Miss Rogers, Assistant State Librarian who handles our budgetary matters. Somehow it got in the to be filed drawer instead of to her. She has gone to A.L.A. for a week, so I shall have to answer as best I can. We are just being taken under the classified system, and while I know where the civil service members of the staff classify, I am not too sure of their salaries.

Not knowing your scale of salaries in Vermont it is difficult for me to say what the archivist's salary should be. I would say that it should correspond to the salary paid to the Secretary of the Vermont Historical Commission or historical library or whatever you call it there, also to the higher levels of such professional departments as the state museum, dean of the state university, etc.

My salary for the past biennium has been \$4818 and is being increased by 10% this coming biennium. I might state that the Illinois salary scale is much lower than that in other states, tied down as it is by prevailing wages for librarians, who, as you know, are poorly paid professionals.

For the biennium now closing I believe our other professional salaries have been: Field visitor, \$4,400 per annum, Document Archivist and Classified, \$3600, Archival Cataloger, \$3200, Vault Clerk, \$3000, 1 photographer at \$3900 and 2 at \$3000. We also have several clerks (i.e., politically appointed), but I do not know their salaries.

Sincerely,

MARGARET C. NORTON
Archivist

OTHER ARCHIVISTS AND LIBRARIANS, 1952

AMERICAN SOCIETY FOR PUBLIC ADMINISTRATION

To Advance the Science, Processes, and Art of Public Administration

SPRINGFIELD CHAPTER

March 17, 1952
10 Centennial Building
Springfield, Illinois

Miss Margaret C. Norton,
State Archivist,
2nd Floor West,
Archives Building.

Dear Miss Norton:

In behalf of the Chapter I want to thank you for the very illuminating description and tour of the Archives you gave us on February 19. We in Illinois are particularly fortunate in having such an outstanding archival program, as well as such fine facilities. When we get the kind of explanation of it all that only you can give, we really are "in clover."

Again thanks for that very fine program.

Yours sincerely,



O. K. Sagen, President
Springfield Chapter

OKS:dlr

AURORA PUBLIC LIBRARY
AURORA, ILLINOIS

ELEANOR PLAIN
LIBRARIAN

February 6, 1952

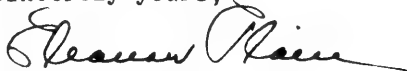
Miss Margaret C. Norton
Head, Archives Section
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

As a member of a committee directed to prepare an organization manual for the Illinois Library Association I have been asked to obtain information on the procedure for handling the archives of the Association. I should be very grateful if you could tell me if there are any ILA archives deposited in the State Library and if so, what ones. Also, does the Archives Section of the State Library have any regulations concerning who may have authority to deposit material and to refer to it after it has been deposited?

Thank you for any information you can give me which will aid our committee in formulating procedure for the care of ILA archives.

Sincerely yours,



Eleanor Plain
Librarian

EP:ct

February 13, 1952

Miss Eleanor Plain, Librarian
Aurora Public Library
Aurora, Illinois.

Dear Miss Plain:

The following records of the Illinois Library Association are on deposit in the Archives Department of the Illinois State Library:

**Legislative Committee, 1941. Records
Trustees Section.**

Correspondence 1910-1917

Allin, Ainsworth, Greeley, O'Donnell and others
By-Laws adopted October 1911, Illinois Library

Trustees Association

Correspondence 1937-1938. Mrs. George H. Tomlinson,
Chairman.

By-Laws adopted Nov. 1937.

ILA Handbook 1938

Lists of trustees 1938

Correspondence 1938-40. Rev. Andrew B. Lenke, chairman

Correspondence 1940-41, Irving Dilliard, chairman.

The arrangements for these deposits were made with Miss Rogers but so far as I know no regulations have been made as to who should have access to these records. Presumably any officer of the Association or member of a committee depositing them could see the records here, but records accepted for the Archives of the State (and presumably the archives of your Association) are not loaned for use outside the building - to prevent possible destruction or dispersal of the same. These records, being records of a private and not a State governmental body, can be deposited subject to such regulations as are mutually agreed upon between the Library and the Association.

Sincerely,

MARGARET C. NORTON
Archivist

12 June 1952

Miss Clara Louise Kessler
Children's Librarian
Withers Public Library
Bloomington, Illinois

My dear Miss Kessler:

Thank you so much for your article "Survey on Desk Procedures in Some Illinois Libraries." I like it very much and I am so sorry I did not get to the Decatur meeting to hear the discussion.

As you know, ILA is meeting in Springfield on October 2, 3 and 4. At the State Library we are planning some exhibits so that the visitors who come to the library will have a variety of exhibits and have brought to their attention many different facets of library work. Would we be able to borrow this material for exhibit in our building? We would put it at the entrance to our public service rooms on the third floor, where not only visitors but other people coming into the building could see it.

I shall plan to use your article in the October issue of ILLINOIS LIBRARIES and it would fit right in with the article to have the exhibit during the conference of ILA.

Sincerely,

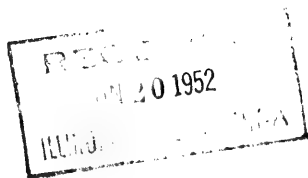
Assistant State Librarian ➤

HRH 9

Withers Public Library
Thelma J. Van Ness, Librarian

Bloomington, Illinois

June 19, 1952



Miss Helene Rogers
Illinois State Library
Springfield, Illinois

Dear Miss Rogers:

I am so glad that you liked the article I sent to you on Desk Procedures. It was rather difficult to make readable and interesting.

Mrs. Green says that she will be delighted to have the exhibit material displayed as you suggest. They are quite bulky - 22 charts in all and it might be you will not have room for all of them. We can bring them down to you, however, when you wish to have them and, if necessary, they can be arranged on the floor around a room or hall. The hundreds of items are mounted on stiff cardboard. This exhibit was prepared by the staff members of this library. I know that librarians will find them helpful.

Very sincerely,

Louise Kessler
Children's Librarian

August 26, 1952

Miss Louise Kessler
Children's Librarian
Withers Public Library
Bloomington, Illinois.

Dear Miss Kessler:

We have decided to use Mrs. Breen's 22 charts in our I.L.A. exhibits at the State Library. As we may have to have a special stand built for this (we want one anyhow), we would appreciate having this material sent us right away.

Will you please have it shipped Collect to the Illinois State Library, addressed attention Miss Norton?

We are looking forward to seeing the I.L.A. friends again. I believe I met you several years ago when I spoke before the library club in the Withers Library. I remember how impressed I was with your Book Fair which was going on there and which was the first I had seen.

Sincerely,

MARGARET C. NORTON
Archivist and
Exhibit Chairman

In Special Vault

Bloomington, Illinois

August 27, 1952

Miss Margaret C. Norton
Archivist & Exhibit Chairman
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I received your letter about sending the charts to you, and Mrs. Breen has had them wrapped, and they will be picked up this afternoon or tomorrow morning. I am afraid it will make a very bulky display - when we planned it we did not dream it would take so many sheets of cardboard to mount the material. Also we did not realize it would take so much time to mount all those hundreds of cards, so each member of the staff worked on the project - that is the reason the quality of the work is so uneven. To our amusement we found that some of our most intelligent members were most awkward with their fingers.

I hope that the material will reach Springfield in good condition. There are 22 charts and one small guide card.

Thank you so much for giving this fine publicity to our display. I shall look for you during the convention.

Very sincerely,

Louise Kessler

Children's Librarian

Brooks

April 1, 1952

Dr. Philip C. Brooks
The National Archives
Washington, D.C.

Dear Phil:

Congratulations upon the translation of your pamphlet Public Records Management into Spanish, and thanks for seeing that I receive a copy. Evidently there was a demand for it, otherwise Public Administration Service would not have gone to the expense of such a printing. By the way, how much of a circulation has the original had? I don't believe I over heard.

Our Illinois State departments are taking an increasing interest in records management though none have yet got to the point of appointing full time men for the job. I have high hopes that at least one department will provide for such an officer in the next budget.

Is there any prospect of any of your Washington people getting out to Illinois in the near future? It is a long time since any of you have come. That Chicago records center should be inspected, shouldn't it? Or something should be thought up, at least. I hope Dorothy and you are well, as well as your offspring. I didn't get a chance for a visit with your wife at Annapolis, for which I was truly sorry. Unlike those who want all meetings to be held in or near Washington, I think the BAA should take all of us a long ways from home and house us somewhere where none could wander home nights or otherwise make himself or herself unavailable to friends during the all too brief meetings.

Sincerely,

MARGARET C. NORTON
Archivist

Philip C. Brooks
4210 Oakridge Lane
Chevy Chase 15, Md.

April 7, 1952

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Ill.

Dear Margaret:

Thanks for your good letter of April 1. It pleased me to have the Public Records Management pamphlet come out in Spanish, and I wanted you of the committee who helped me so much to see it. I did not bother you about the translation simply because I thought that a technical matter not involving the substance of the pamphlet - at least not if it's translated right. They sent me the draft translation and I went over it quite carefully, making some changes including the title. The PAS, it seems to me, does a uniformly good job both in format and in translation.

The original has circulated to something over 1,000 people, mostly state and local government officials. I shall try to dig up copies of a couple of letters from PAS giving this information, though the latest bulletin I requested on it was not very informative.

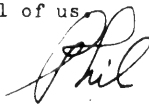
I was glad to hear that your Illinois departments continue to increase their interest in records management. Surely your work has contributed greatly to that. I've lately reread with interest your note in Illinois Libraries on recent changes in archival legislation. I like to keep up anyway, but the immediate occasion was my two lectures every spring in Ernst's class at American University.

Some of our staff occasionally goes out to the centers; Grover and Angel have just finished a tour, but I believe this trip did not include Chicago. My own present position doesn't call for such trips. If I got to Illinois it would more likely be on vacation, and our plans for that are vague so far.

In view of long arguments, to which Morris Radoff referred by saying he had differed with me for years on the subject (in his mimeographed memo to Duniway) I don't need to tell you that I thoroughly agree with you on where the SAA should hold its meetings.

Our family is well now, thanks, after a rough winter with allergies, flu, sinus, and what not. Philip Jr. has had the worst winter for allergies in a long time; this gets discouraging.

Hope you're well. Best regards from all of us



(C
O
P
Y)

PUBLIC ADMINISTRATION SERVICE
1313 EAST SIXTIETH STREET - CHICAGO 37, ILLINOIS

October 4, 1950

Dear Dr. Brooks:

I have your letter of October 2, and we have been digging up some information about the distribution of your pamphlet, PUBLIC RECORDS MANAGEMENT.

We printed 2,000 copies and as of September 30 had sold 898 and had distributed an additional 157 as complimentary and for review purposes. The following tabulation, taken from our sales records, will give you a pretty good idea of who has been buying the pamphlet. In addition to the figures given, a further 170 copies were sold to persons who did not come into any of these recognizable categories. All in all, we think the pamphlet has gone reasonably well.

Libraries	137
Municipal officials	180
City Managers	53
State officials	44
County and federal officials	11
Society of American Archivists	23
Civil Service agencies	20
Welfare agencies	18
National Records Management Council	110
Standing-order customers	136

...

(signed) Farwell Symons

Chief of Publications

PUBLIC ADMINISTRATION SERVICE
1313 EAST SIXTIETH STREET - CHICAGO 37, ILLINOIS

(C
O
P
Y)

February 8, 1952

Dr. Philip C. Brooks
4210 Oakridge Lane
Chevy Chase, Maryland

Dear Dr. Brooks:

I hope you didn't think that we had forgotten your request for a breakdown of sales on PUBLIC RECORDS MANAGEMENT. Unfortunately, our sales records as they now stand don't seem to lend themselves to such a breakdown; it seems possible that the information in Symons' letter of October 4, 1950, was taken from some source which is not now available. Since the date of that letter, we have sold 228 additional copies of your book; as best we can judge, these sales break down in about the same way as did the 898 sales which Symons reported to you, except that the miscellaneous category is proportionately somewhat greater. I'm sorry I can't be more helpful to you about this.

...

(signed) Philip R. Malone

Publications Supervisor

The Papers of John C. Calhoun

Publication Committee

Carl L. Epting, *Chairman* (Clemson College), Charles E. Cauthen (South Carolina Historical Association), J. Harold Easterby (Historical Commission of South Carolina), Helen G. McCormack (South Carolina Historical Society), Wilfrid H. Callcott, Arney R. Childs, Louise J. DuBose, Robert H. Wienefeld (University of South Carolina) and Charles M. Wiltse (Author, *John C. Calhoun*).

EDITED AND PUBLISHED BY THE UNIVERSITY OF SOUTH CAROLINA WITH THE COOPERATION OF CLEMSON COLLEGE AND THE NATIONAL HISTORICAL PUBLICATIONS COMMISSION.

Advisory Committee

Julian P. Boyd, Edgar A. Brown, Margaret Coit, Philip M. Hamer, James H. Hammond, William B. Hesseltine, Alester G. Holmes, Allan Nevins, Robert F. Poole, Donald S. Russell, Wendell H. Stephenson and Strom Thurmond.

Editor: Robert L. Meriwether (University of South Carolina).

The South Caroliniana Library, Columbia 1, S. C.
November 3, 1952

Mrs. Margaret C. Norton, Archivist
Archives Division, Illinois State Library
State Archives Building
Springfield, Illinois

Dear Mrs. Norton:

At the request of the National Historical Publications Commission the University of South Carolina has undertaken the collecting, editing and publishing of the papers of John C. Calhoun. Twelve or more volumes will embrace letters from and to Calhoun, his speeches, reports and other papers. The routine and less significant papers will be listed or calendared.

In preparation for this comprehensive edition the South Caroliniana Library of the University is assembling reproductions of Calhoun papers. Photostatic copies of three-fourths of the thirty-five hundred letters in the Clemson College collection and of the seven hundred in the University's collection have already been made and filed. The National Historical Publications Commission, the National Archives and the Library of Congress are generously providing microfilm copies of the many thousands of Calhoun papers in the two great Federal depositories. We now appeal to other libraries, custodians and collectors to make their Calhoun papers available. Upon completion of publication the South Caroliniana Library will, with permission of the owners of the original papers, hold these reproductions, together with complete transcripts and pertinent notes, as a great central source collection of Calhoun material, available to scholars on interlibrary loan. Special care will of course be taken to give proper acknowledgments in the published work, and any use of the reproductions thereafter filed in the Calhoun Collection will also be credited to the owners of the originals.

The Advisory and Publication Committees and the Editor will be grateful for your aid in this enterprise. Please list any letters from or to Calhoun known to be in your manuscripts or autograph collection, and state, if practicable, whether you have other groups of papers which may possibly contain such letters. Scholars and collectors will do a very great service by pointing out Calhoun papers (printed as well as manuscript) in the hands of other individuals and in out-of-the-way places such as newspapers and periodicals. In replying please indicate if microfilm, photostat, or other reproducing service is available and the cost of this service.

Sincerely yours,


R. L. Meriwether, Editor

The Papers of John C. Calhoun

Publication Committee

Carl L. Epting, *Chairman* (Clemson College), Charles E. Cauthen (South Carolina Historical Association), J. Harold Easterby (Historical Commission of South Carolina), Helen G. McCormack (South Carolina Historical Society), Wilfrid H. Callcott, Arney R. Childs, Louise J. DuBose, Robert H. Wienefeld (University of South Carolina) and Charles M. Wiltse (Author, *John C. Calhoun*).

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Editor: Robert L. Meriwether (University of South Carolina).

The South Caroliniana Library, Columbia 1, S. C.
November 5, 1952

Mr. Edward J. Barrett, State Librarian
Illinois State Library
Centennial Building
Springfield, Illinois

Dear Mr. Barrett:

At the request of the National Historical Publications Commission the University of South Carolina has undertaken the collecting, editing and publishing of the papers of John C. Calhoun. Twelve or more volumes will embrace letters from and to Calhoun, his speeches, reports and other papers. The routine and less significant papers will be listed or calendared.

In preparation for this comprehensive edition the South Caroliniana Library of the University is assembling reproductions of Calhoun papers. Photostatic copies of three-fourths of the thirty-five hundred letters in the Clemson College collection and of the seven hundred in the University's collection have already been made and filed. The National Historical Publications Commission, the National Archives and the Library of Congress are generously providing microfilm copies of the many thousands of Calhoun papers in the two great Federal depositories. We now appeal to other libraries, custodians and collectors to make their Calhoun papers available. Upon completion of publication the South Caroliniana Library will, with permission of the owners of the original papers, hold these reproductions, together with complete transcripts and pertinent notes, as a great central source collection of Calhoun material, available to scholars on interlibrary loan. Special care will of course be taken to give proper acknowledgments in the published work, and any use of the reproductions thereafter filed in the Calhoun Collection will also be credited to the owners of the originals.

The Advisory and Publication Committees and the Editor will be grateful for your aid in this enterprise. Please list any letters from or to Calhoun known to be in your manuscripts or autograph collection, and state, if practicable, whether you have other groups of papers which may possibly contain such letters. Scholars and collectors will do a very great service by pointing out Calhoun papers (printed as well as manuscript) in the hands of other individuals and in out-of-the-way places such as newspapers and periodicals. In replying please indicate if microfilm, photostat, or other reproducing service is available and the cost of this service.

Sincerely yours,

R. L. Meriwether
R. L. Meriwether, Editor

Meriwether

November 19, 1952

Dr. R.L. Meriwether, Editor
The Papers of John C. Calhoun
The South Caroliniana Library
Columbia 1, S.C.

Dear Dr. Meriwether:

Your letter addressed to Mr. Edward J. Barrett, State Librarian, has been referred to this office, also we have received another addressed to the Archives Division of the State Library.

We have made a search in the index to names appearing in Illinois records, also of the unindexed portions of the Governor's correspondence and find no letters to or from John C. Calhoun.

The introductions to the printed Governor's Letter Books indicate that Territorial Governor Ninian Edwards was a friend of Calhoun's and that they corresponded. Ninian W. Edwards, History of Illinois from 1778 to 1833; and life and times of Ninian Edwards. 1870; cites and quotes letters to and from Calhoun on p. 131, 152, 271, 488-489, 547, 548. We also found allusions to correspondence between the two men as being found in the Washburn edition of Edwards' letters. As we do not have a copy of this volume immediately at hand and as the Chicago Historical Society has the Edwards papers you will probably get all this and more material from that institution.

Greene and Thompson's Governors' Letter Books 1840-1853 (Illinois Historical Library Collections v. VII) p. lxxxvi has an item about letters addressed to Henry Clay and John C. Calhoun by Joseph Smith, the Mormon leader. A footnote says, "For Calhoun's reply see Niles National Register LXV, 357."

We are sorry not to have been able to unearth some unpublished material for you.

Sincerely,

MARGARET C. NORTON
Archivist

The Papers of John C. Calhoun

Publication Committee

Carl L. Epting, *Chairman* (Clemson College), Charles E. Cauthen (South Carolina Historical Association), J. Harold Easterby (Historical Commission of South Carolina), Helen G. McCormack (South Carolina Historical Society), Wilfrid H. Callcott, Arney R. Childs, Louise J. DuBose, Robert H. Wienefeld (University of South Carolina) and Charles M. Wiltse (Author, *John C. Calhoun*).

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Editor: Robert L. Meriwether (University of South Carolina).

The South Caroliniana Library, Columbia 1, S. C.
Dec. 6, 1952

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I appreciate your helpful letter and the trouble you have taken. I am getting microfilm copies of a group of Calhoun letters from the Ninian Edwards papers of the Chicago Historical Society, and shall check them carefully with the volumes you list.

Needless to say, I shall be grateful if you will remember our JCC project and send a note or postcard when you come upon, or hear of, a letter to or from him which could escape our attention here.

Sincerely yours,


R. L. Meriwether

RLM:mc1



OFFICE OF THE

Secretary of State

STATE OF CALIFORNIA

SACRAMENTO 3

February 20, 1952

Miss Margaret C. Norton, State Archivist
Springfield
Illinois

My dear Miss Norton:

I shall greatly appreciate your kindness in giving information as to your procedure in screening destroyable official records for archival material.

The norms or factors for an agency to use in determining the retention periods of its records, and consequently their obsolescence, are fairly well defined, but the norms or factors by which to select archival material from destroyable records for which requests for destruction have been made, are not so clearly determined. In California a file survey has been made, so far, of 618 State offices having files of records or having custody of files wherever located, with about 150 yet to be done; in 3 years over 600 requests have been made by the agencies for the destruction of obsolete and destroyable records; no approval for destruction is given until these destroyable records have been screened for archival material. The norms for this screening were developed in the beginning of this task and have worked fairly well. For possible improvement in reviewing these norms a knowledge of your procedure is solicited:

1. Who determines the norms or factors to be used in screening destroyable records, whether in the Archives or in the Agencies -- the Archivist, a commission or someone else.
2. Who applies the norms in actual screening of such destroyable records -- the Archivist, an assistant, a commission, or someone else:
3. What are the norms or factors now in use in the screening of destroyable records?
4. What is the approximate number of requests made annually for the destruction of obsolete records whether in the Archives or in the agencies?
5. What is the approximate total annual amount (cubage or tonage) of obsolete records destroyed by the Archives and the agencies after the archival material has been salvaged?

With full appreciation of your kindness I am

Very respectfully yours

J. N. Bowman
J.N. Bowman, Historian
Central Record Depository
1108 R Street

March 2, 1952

Mr. J.N. Bowman, Historian
Central Record Repository
1108 R Street
Sacramento, California.

Dear Mr. Bowman:

The Illinois State Records Commission was created in 1943, but until 1951, when the law was amended, this was merely an advisory Commission to the General Assembly. Since the Departments still had to secure legislative permission for the destruction of their records, many of the Departments by-passed the Records Commission and went directly to the General Assembly for permission to destroy their records under schedules. Some of these were good, many gave rather dangerously broad power to destroy.

In 1951, in accordance with the recommendations of the Schaefer Commission to Study State Government, the General Assembly amended the State Records Commission Act, making it necessary for any State agency contemplating destruction of records to secure the approval of the Commission, despite any Act to the contrary. The Commission as reconstituted includes the Archivist of the Illinois State Library as Chairman, the State Historian as Secretary, and the other members are the Attorney General, Director of Finance and State Librarian. The Commission issued its first authorization on October 24, 1951. To date we have held or have scheduled hearings on only 24 applications under this new Act. This applications listed from 1 to 26 categories of records each, including some requests for approval of destruction after the microfilming had been completed and certified to us as being adequate substitutes for originals. Because we have been operating such a short time no inferences can be drawn as to the quantity of records destroyed.

Public hearings are held on the first Wednesday of each month and at other times at the call of the chairman. Samples are submitted and various aspects of the records are discussed by the Commission. Several Departments are holding off requests for hearings pending formal Opinions on some problems in interpreting the Act, which we have submitted to the Attorney General. According to an informal opinion we do not seem to have authority under this Act to schedule records for destruction after they have reached three, five or some other period of existence. We are in the meantime requiring the Departments to submit records under schedule periodically, but are waiving formal hearings on repeat requests.

Aside from an interpretation of the term "non-records" we have no formally stated norm or factors in use in the screening of records. Each case is considered individually. Our only limitation seems to be that we will not authorize destruction of records

of less age than an statute mentioning the length of time the record is to be kept, even though dealing with the outmoded acts secured in earlier years by the Departments themselves. In some cases where there is considerable wear and tear on the microfilms or where there is a possibility of tampering with security records, we are requiring that a second copy be made for office use and the master copy placed under seal in the Archives. This has been challenged, however, and we are awaiting an Opinion from the Attorney General which we expect will sustain the Commission's stand on this point.

The State Records Commission of Illinois is not concerned with the quantity of records destroyed, but concerned with the fact that a destroyed record stays destroyed a long time, as some archivist puts it. We are being somewhat conservative at present, though so far have turned down only two items - one being a correspondence file which seemed to contain material of historical importance, and a file which showed the history of policies which was subsequently accepted for the Archives.

We are working towards the establishment of records management officers for each of the major departments, and several have made substantial progress towards systematization of their records. We consider that Illinois State Departments have two records problems - weeding out the permanent from the ephemeral from carelessly planned records accumulations of the past, and creation of future records in a manner that will provide for scheduling of records for disposal at proper intervals. The Commission expects to be busy with the first problem for the next biennium, and may pretty well complete that part of its program before the end of the next meeting of the General Assembly. After that we do not expect to have too much to do.

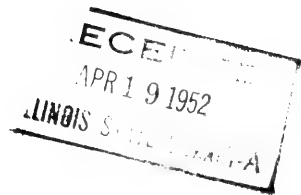
We realize that this letter does not answer your specific questions, but that is because the State Records Commission in its present phase has not had time to accomplish much.

Sincerely,

MARGARET C. NORTON
Archivist



OFFICE OF THE
Secretary of State
STATE OF CALIFORNIA
SACRAMENTO 3
April 16, 1952



Miss Margaret C. Norton
State Archivist
Springfield
Illinois

Dear Miss Norton:

Press of emergency work is responsible for this long delay in acknowledging your kind answers to the queries of February 20 as to the norms or factors used in screening archival material from destroyable records.

The historical development of each State presents a set of conditions different in some respects from all others, and the screening of archival material for the present and future researchers is dependent on the known or ~~survived~~ requirements of these researchers.

The answers given in your letters have been interesting, illuminating and of value in reviewing the factors used here since 1949.

Please accept the fullest appreciation of your kindness in giving the information in your recent letter.

Respectfully yours

J.N. Bowman, Historian
Central Record Depository
1108 R Street

Patterson

November 3, 1952

Mr. Paul H. Patterson
Assistant Archivist
Indiana State Library
Indianapolis, Indiana.

Dear Mr. Patterson:

Thank you so much for sending us a copy of your Manual for Microfilm Cataloging of Archival Material. Having just this morning returned to my desk after the meeting, I have not had time to study it in detail. It looks practical and will be helpful to us.

Enclosed are copies of our Photographic Laboratory requisitions and of the Rules and Regulations and Application forms of the State Records Commission.

Miss Rogers was taken ill at Lexington so we stayed over an extra day and a half there, then swung down to the Lincoln country of Kentucky and Indiana, spending the week end at Brown County State Park. We were all very much impressed with the Lincoln memorial at Lincoln City, Indiana - felt it dignified and appropriate as well as very beautiful.

We are hoping that Margaret Pearson and you will be visiting us at Springfield ~~before~~ too long. She was here several years ago but perhaps we will have something new to show her.

Sincerely,

MARGARET C. NORTON
Archivist

Kellar

971 University City Drive
Bellevue, W. Va.
April, 1961

Miss Margaret Carter,
President
Illinois State Library
Springfield, Illinois

Dear Margaret:

I am the person who did this work for the past several
months, at 3000 J. Edgar Hoover Blvd., Springfield, Ill. 62761.
The wife, Helen, is also working on this project.
I am a member of the Springfield Public Library, 1000
County, Springfield. I think you will want to know this.

Sincerely,

Herbert,

HAK:L

Herbert A. Kellar

P.A.

Would you please tell Helen and any others
in Springfield who should be informed?

H.

May 16, 1952

Mr. Herbert A. Kellar
973 University Bay Drive
Madison 5, Wisconsin.

Dear Herbert:

The death of Everett Edwards must have been a great blow to you for he was, I know, one of your dearest friends. His going seems to me like that of Bob Binkley's - he had so much yet to contribute. I suppose we must think of what he could have done, in addition to all he had already, as one ever bright star whose light won't go out as starlight sometimes does when people live beyond their capacities. That isn't just the thing to say either, for his wouldn't have faded anyhow, but perhaps we will unconsciously always think of him as even greater than he ever was. At any rate, I am sorry that we have lost a good friend so so many years' standing.

I was sorry to have Missed M.V.H.A. I had intended to go, and wrote the hotel for a reservation. When it came through it was for another hotel about half a mile away. I wasn't feeling quite equal to anything strenuous anyhow, so cancelled the trip. I had quite a siege with my blood pressure this winter - not that it was so bad but that at long last a physician convinced me that a change in my way of living, even in my personality, was really necessary. After spending practically all my time away from the office in bed for five months I am radiantly healthy again - but must live like an old lady from here out. The next time you see me I'll be a sylph - and you know how much pleasure I get out of eating. But it has to be done, so I am doing it.

How is the family enjoying bucolic Wisconsin? Alecia must be almost ready for the University, yet it seems only yesterday that she was on the way.

You must come to the archivists' meeting in Kentucky, and maybe you can route yourselves this way. And don't forget that promised article for Illinois Libraries!

Ky love to Lucille.

Sincerely,

Ellen

September 30, 1952

Mr. Herbert A. Keller
Mc Cordick Collection
Wisconsin Historical Society
Madison, Wisconsin.

Dear Herbert:

Some months ago you promised us an article on the removal of the Mc Cordick collection to Wisconsin from Illinois Libraries, but stated that you were not prepared at the time to write it. We still feel that we should take note of the transaction and are wondering if you cannot now write an article descriptive of the contents of the collection and its significance, also how it fits into the Wisconsin collections.

Presumably the three of you will be going to Lexington. Helene Rogers, Emma Scheffler and I are going from here.

Just now I am camping out in my long dreamed of home at Lake Springfield. I say, camping, because I had to move into the house before it was completed in order to make room for the tenant in my old apartment. I am retaining a room and half bath off the back hall, also my garage, so that I can stay in town whenever the spirit moves me or the roads are bad. Although I am eight miles out of town there are usually not more than two or three days when the roads aren't sufficiently clear, but this arrangement gives me a feeling of being taken care of. I have a gorgeous site on a hill overlooking the length of the lake. The boats turn in front of me during the weekly yacht races. Last Sunday I counted 17 at one time. Of course, I didn't have a camera handy, and if I had had the window would have been too dirty to have taken a snapshot through it.

My new address is: R.F.D. #3, South Fox Mill Lane
Springfield, Illinois

Sincerely,

Margaret C. Norton
MARGARET C. NORTON
Archivist

American Archivist

Marywood College
Department of Librarianship
Scranton 2, Pennsylvania

February 16, 1952

Miss Margaret C. Norton
Archives Department
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

About a year ago, in conversation with Helene Rogers, I learned that you have been doing a great deal with archival material and have codified your procedures. This is further confirmed by Library Literature. Would you kindly send me two copies of the AMERICAN ARCHIVIST for October 1947?

One of our graduates, who has joined a cloistered community, is interested in organizing the archives of the Order. I will appreciate any information you can send me, especially, if you have any recent codes or directions.

Thanking you for any interest and attention that you give this request, I am,

Sincerely yours,

Sister M. Norberta

Sister M. Norberta
Director of Librarianship

SM:ah

February 20, 1952

Sister M. Norberta
Director of Librarianship
Marywood College
Scranton 2, Pennsylvania.

Dear Sister Norberta:

Neither the American Archivist nor Illinois Libraries for October 1947 contains information about Illinois archives, we are somewhat puzzled to know just what to send you. Over the past sixteen years I have written a number of articles about various phases of archival technique, and once we published an article about a Dominican archives. The latter, however, was criticized by some Catholics as not indicating too good an organization of materials; furthermore, this article is out of print.

We do not believe that our articles, written from the point of view of government archives, would be too helpful to the archivist of an Order. We suggest that perhaps you might like to ask Miss Helene H. Rogers, our Assistant State Librarian, if you might not borrow a copy of the Archives section of the Illinois State Library, which contains a rather full description of our procedures and techniques.

Several years ago Miss Rogers and I assisted the Hospital Order of St. Francis here in developing a classification scheme for their Provincial archives. We are told that this is working out successfully. We suggest that you write to the Mother Provincial M. Magdalene, Third Hospital Order of St. Francis, Springfield, Illinois, for a copy of this classification scheme.

The two authorities on Catholic archives in this country are Father Thomas Mc Avoy of Notre Dame and Father ___? Brown of Catholic University. They not only have charge of the archives of their own institutions but also have had many students, particularly of the various Orders, and we believe that if they cannot help your Sister directly, they can at least put her into touch with someone who can.

Meantime, if you have specific questions to ask on various points of technique, we will do our best to answer them.

Sincerely,

MARGARET C. NORTON
Archivist

STATE OF MICHIGAN

G. MENNEN WILLIAMS . GOVERNOR
LEWIS BEESON . SECRETARY-EDITOR



MICHIGAN HISTORICAL COMMISSION

LANSING 13

January 11, 1952

Margaret Norton, Archivist,
Illinois State Library,
Springfield, Illinois

Dear Madam:

Because the Michigan Historical Commission contemplates expanding the archival services of the state of Michigan, and because all positions are classified by the Civil Service Commission, it is essential that the Historical Commission prove to the Civil Service Commission that the archivist, or records administrator has professional status. In order to do this the Commission is seeking information from you.

Is the archivist or records administrator a professional man in the same sense that a lawyer, teacher or librarian is?

Would you distinguish between the professions of librarian and archivist?

What academic training or courses do you offer, or know of, that might qualify the beginning archivist for his work?

At what schools?

At what school level?

To what extent ought experience supplement this?

What sort of experience?

How much should a competent archivist or records administrator be paid?

As director?

As an executive assistant?

As a technical worker?

You may answer on this page if you find it convenient.

Thank you very kindly for your information.

Sincerely yours,

Lewis Beeson

Lewis Beeson,
Secretary

LR:ec

January 21, 1952

Dr. Lewis Beeson, Secretary
Michigan Historical Commission
Lansing 13, 1952.

Dear Dr. Beeson:

Below we are attempting to answer the questionnaire sent us last week on the subject of archives.

Archivists consider themselves a separate profession, inasmuch as our work requires a scholarly background and specialized knowledge of history, governmental administration and other disciplines. We have our own professional organization in America, separate from that of the curators of historical institutions - the two professional organizations being the Society of American Archivists and the American Association of State and Local History, respectively. The two associations hold separate meetings since our interests do not overlap to a sufficient extent to justify joint meetings. Most European countries have their own archival associations and separate schools. In England the professional organization is the British Records Association. There is also an International Council of Archives sponsored by the UNESCO and 1950 the first of triennial meetings was held in Paris, to which five American Archivists, including myself, were sent as delegates.

Both librarians and archivists have as their primary objective the making available of information to their clients. There the resemblance stops, because the methods of making information available are entirely different. The archivist deals with manuscripts chiefly, and his biggest problem is locating one item in a huge mass of material. The physical care of this material and the manner of treating it bibliographically are quite different. The archivist's material is unique, while the librarian may find the bulk of his material duplicated in hundreds of other libraries and can employ such bibliographical aids as Library of Congress printed cards. The archivist must be able, not only to find a given item buried in a huge mass of material, but he must be able to apply such scientific tests as may be necessary to convince the courts of its authenticity. A large amount of time is given by presentday archivists to the problem of scientific creation and selection of records for retention to keep the bulk of records made and preserved to workable limits. No library school graduate has training in such methodology.

There is at present only one university in the country presenting recognized courses in archivology - that is the American

University at Washington, D.C. Courses are given there on the undergraduate level, intended primarily for records officers in governmental agencies; on the graduate level, leading to the degree of Ph.D. in Public Administration, intended for archivists at the higher administrative levels; and an annual Institute for the Preservation and Administration of Archives (this year meeting June 16-July 11), intended as orientation for junior staff members of State and private archival agencies.

In answer to your questions concerning training and experience, we enclose a copy of the Illinois Archival Classification set up by the Illinois Civil Service Commission. The salary schedule for the current biennium is as follows:

Archivist	Not to exceed	\$5280	per annum
Archival Assistant IV	"	4800	"
Archival Assistant III	"	3,960	"
Archival Assistant II	"	3300	"
Photographer II	"	4260	"
Photographer I	"	3300	"

The staff includes 1 archivist, 1 archival assistant IV, 2 archival assistant III, 1 archival assistant II, 1 Photographer II, 2 photographer I, 3 clerks (appointees) whose salaries I do not know. Janitors, elevator operators and watchmen are supplied by the Superintendent of Capital Buildings and Grounds - also building engineers and maintenance men.

Our salary schedules are somewhat lower than those in some smaller institutions, which has proved a distinct handicap in securing qualified and experienced employees.

Sincerely,

MARGARET C. NORTON
Archivist

STATE OF MICHIGAN

G. MENNEN WILLIAMS, GOVERNOR
LEWIS BEESON, SECRETARY-EDITOR



MICHIGAN HISTORICAL COMMISSION

LANSING 13

February 1, 1952

Miss Margaret C. Norton,
Archivist,
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you for the information you supplied to us in your letter of January 21. We asked you for this information because we are objecting to a determination by our Civil Service Department to call a newly created position whose occupant is to work with governmental records in Michigan, "Historical Research Assistant." We know that in order to recruit properly qualified personnel, we must get a recognition of the distinction of the field in which the archivist works.

In my letter to you of January 11, I hinted at this situation, but did not tell you explicitly why I wanted the information requested from you because I did not want your letter to be slanted directly at my problem. The results were excellent. Your reply was not only extremely useful for the immediate purpose, but will serve as a source of information in many other ways.

Sincerely yours,

Lewis Beeson

Lewis Beeson
Secretary

LB:ec



MICHIGAN HISTORICAL COMMISSION

LANSING 13

May 26, 1952

Margeret C. Norton, Archivist
Illinois State Archives
Springfield, Illinois

Dear Miss Norton:

I have just read your "The Place of Archives in Government" in the April issue of Illinois Libraries with considerable interest and pleasure. This is by no means the only time I have profited from reading your writings.

I am writing specifically for copies of the "Rules and Regulations and Applications Forms" developed by your reorganized State Records Commission which you say may be secured from your office. As you may recall, we are trying to do something with our records problem here, and I am sure what you have already done will be helpful to us.

*Filed in
Technical file*

You may be interested in a copy of Michigan's new records legislation. I am enclosing the enrolled bill which has already been signed by the governor. Also, I am enclosing a section of the organic law of the Historical Commission which was slightly amended at our request the last session of the legislature. You will see how nicely the two go together.

Sincerely yours,

Vernon T. Beal

Vernon Beal
Historical Records Administrator

chr

Enclosure

MINNESOTA STATE ARCHIVES COMMISSION

COMMISSIONER OF ADMINISTRATION, Chairman
SUPERINTENDENT, MINNESOTA HISTORICAL SOCIETY, Secretary
STATE AUDITOR
ATTORNEY GENERAL
PUBLIC EXAMINER



July 17, 1952

Address Communications to the Secretary
MINNESOTA STATE ARCHIVES COMMISSION
Minnesota Historical Society
St. Paul 1, Minnesota

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I wish to thank you for your letter supplying information on possible fumigators. It was important to us to receive your advice on portable models. Under the circumstances it probably will be necessary to postpone carrying out such an installation as you suggest for the present.

Lucile Kane and I plan to drive to the archives convention at Lexington this fall and we should like to stop at Springfield and visit you and your department. We shall look forward to seeing you in October.

Sincerely yours,

A handwritten signature in cursive script that reads "Robert M. Brown".

Robert M. Brown
State Archivist

RMB/jm

Brown

July 24, 1952

Mr. Robert M. Brown
State Archivist
Minnesota State Archives Commission
Minnesota Historical Society
St. Paul 1, Minnesota.

Dear Mr. Brown:

We are delighted to hear that Lucille Kane and you will be stopping enroute to or from the archivists' meeting at Lexington. Perhaps a stopover on the way back would be better for you could then give us time to take you out to Lincoln's New Salem and to the other Lincoln shrines around here. We shall also be driving to Lexington. Please let us know when to expect you, so that we can roll out the red carpet.

Sincerely,

MARGARET C. NORTON
Archivist

MINNESOTA STATE ARCHIVES COMMISSION

COMMISSIONER OF ADMINISTRATION, Chairman
SUPERINTENDENT, MINNESOTA HISTORICAL SOCIETY, Secretary
STATE AUDITOR
ATTORNEY GENERAL
PUBLIC EXAMINER



Address Communications to the Secretary
MINNESOTA STATE ARCHIVES COMMISSION
Minnesota Historical Society
St. Paul 1, Minnesota

November 10, 1952

Dear Miss Norton:

I wish to express my thanks for your hospitality and generous assistance while I was in Springfield last week. The entire trip was beneficial and my visit to the Illinois Archives was a real pleasure.

I submitted a report of the trip to Dr. Harold Dean Cater, Secretary, Minnesota State Archives Commission. He was enthusiastic and convinced that I had gained much from my talks with you, Dr. Robison, and others.

Lucile Kane wishes to be remembered to you. It was unfortunate that she was unable to accompany me. We trust that both of us will see you in Detroit in 1953.

Cordially yours,

Robert M. Brown
State Archivist

RMB/dms

Miss Margaret C. Norton, Archivist
Archives Division
Illinois State Library
Springfield, Illinois

Mississippi Valley Historical Association

PRESIDENT
JAMES LEE SELLERS
UNIVERSITY OF NEBRASKA
LINCOLN, NEBRASKA

OFFICE OF THE SECRETARY-TREASURER

SECRETARY-TREASURER
MRS. CLARENCE S. PAINE
STATION B
LINCOLN 2, NEBRASKA

May 26-1952

Dear Margaret:

We missed seeing you in Chicago at the annual meeting. I hope you are well. Dr. Angle handled the convention fine.

Forgive me for asking a favor or advice. William Perry Dayton died in Princeton, Ill. in 1961 and I can get no information about him in Princeton. Do you have 1860 census? I want his age. He is said to have been born in Vermont. He had a hotel in Princeton which his wife ran for some time. Her maiden name was Lindsley and I know all about her and the Lindsey family.

I do not know when he went to Princeton but his son was born there in 1857

Nebraska weather is very lovely just now but I was caught in Chicago when the water at Omaha was at its worst so I flew with Clarence to Oklahoma City and after a few days they drove me home. You never saw anyone who loved his work and place of residence so much as that boy. He has built a lovely home on 160 acres of farm land just on the edge of Oklahoma City. The city limits is down the middle of the road. He don't expect to farm but it is all native grass and they graze cattle there and sell to fatten. A lake and ample water on the place. The branch library is completed and the main library is well on its way. He has been awfully busy the past year and still thin as they come but awfully full of energy.

Thanking you in advance and with best wishes, I remain

Your friend,

Clara S. Paine

May 20, 1952

Mrs. Clarence S. Paine
Mississippi Valley Historical
Association
Station B
Lincoln 2, Nebraska.

Dear Mrs. Paine:

Enclosed is a transcript of the entry for William P. Dayton of Princeton, as given in the 1850 federal census.

I was sorry to have missed Mississippi Valley Historical Association. When my hotel reservation came through they had put me in a hotel I don't like, about six blocks away from headquarters. As I was not feeling too well, I simply cancelled it. Perhaps I'll get to A.H.A. next winter but I do not know yet.

So glad to hear that Clarence likes his new work. They certainly hated to lose him from Eelot, but he told me that climate disagreed with him. I guess farming for him is a throw-back to his grandfather; that is, if farming this is. What did you finally do about the family farm in Minnesota - did you finally sell it?

This has been an up and down six months for me. I overdid last fall and had quite a siege with my inherited high blood pressure, though I didn't have to lose any office time. I thought for a while that I would have to retire, but my physician said I'm too restless to take retirement. He outlined what I considered a terribly rigid regime for me and finally - no, finally isn't the word since it isn't cured - got my pressure down. It still bobs up if I get tired, but I guess I'll probably be all right for a long time. Four generations before me have died from it, but they usually waited until the late eighties to do so!

Right now I am in the throes of building a new house. As I guess you know, I have had a beautiful lot at Lake Springfield for some years and have finally got started on the house. This is a closely built up suburban community eight miles out. There are all utilities except gas. I have an acre and a third overlooking, towards the south, the major part of the lake. This is a thirteen mile long artificial lake furnishing our city water supply. It is very beautiful. It only takes me twenty minutes to drive in, through heavy traffic for much of the way,

which is the one feature I don't like. I am keeping my duplex in town and am retaining a sunporch with half bath which has a separate entrance. So I can stay in town whenever the weather is bad or I want to go out at night.

I wonder if you have heard the news about Bertha Josephson who was Mr. Cole's assistant on the M.V.H.A. Review for so many years. She is marrying one Herman Fass, a Columbus Jeweller the last of June. I am very happy for her, for she has been at loose ends since she left the Historical Society and especially since the death of her brother with whom she was associated in business. He died just a year ago. She says she is going to continue her professional friendships and attend conventions, etc., though I doubt that.

I'm delighted that you continue well.

Sincerely,

May 20, 1952

U.S. Census 1850: Corporation of Princeton, Bureau county,
Illinois, Page 62 Lines 9-19:

Dayton House:

William P. Dayton Aged 39 Hotel Keeper Born Vermont Value
real estate \$5000;
personal property,
\$500

Hannah Dayton	27		Born N.Y.
William D. Dayton	27		Illinois
David Price	21	Grocer	Vermont
William Martin	20	Butcher	England
Lucy A. Stratton	19	Housework	Illinois
John W. Keblar (?)	24	Farm Laborer	Ireland
Victor Uthoff	24	Illegible	Germany
John W. Floyd	31	Farmer	Nova Scotia
Clara B. Rice	16	Housework	Virginia

United States Census 1850, Corporation of Princeton,
Bureau County, Illinois, P. 62, L. 9-19:

Dayton House

Hotel Keeper		Val. of Real Estate	Val. of P. Prop.	
William P. Dayton	39 m	5000	500	Vermont
Hannah Dayton	27 f			new york
William D. "	2 m			Illinois
David Price	21 m	Farmer		Vermont
William Martin	20 m	Butcher		England
Lucy A. Stratton	19 f	Housework		Illinois
John W. KEBLAR [P]	24 m	Farm Laborer		Ireland
Victor UTHOFF	24 m	?		Germany
John W. Floyd	31 m	Farmer		Nova Scotia
Clara B. Rice	16 f	Housework		Virginia

K. Ross Toole, Director

~~XXXXXXXXXXXXXXXXXX~~
~~ANNE McDONNELL, Assistant Librarian~~

— Librarian
 OFFICE OF THE LIBRARIAN
 ROOM 108, CAPITOL



HELENA.

February 27, 1952

Archives Division,
 State Library,
 Springfield, Illinois.

Dear Sirs:

We note in The American Archivist for October 1951 that your adaptation of the publication Disposition of Federal Records published in Illinois Libraries under the title Disposition of Illinois Records has also been published separately.

Do you have any copies for distribution? If you do we would very much appreciate receiving one.

Sincerely yours,

Marguerita McDonald
 Marguerita McDonald,
 Assistant Librarian.

Montana

March 5, 1952

Miss Marguerite Mc Donald
Assistant Librarian
Historical Society of Montana
Helena, Montana.

Dear Miss Mc Donald:

Under separate cover we are sending you a copy of our pamphlet Disposition of Illinois Records. With respect to the State Records Commission and destruction of State records this is somewhat out of date since legislation by the 1951 General Assembly reorganized the Commission and enlarged its powers.

Unfortunately we do not have a copy of this new legislation, but you will find the Act as amended in the Illinois Revised Statutes 1951 Chapter 116 Sections 39-43.2. In brief, the new Commission is made up of the Archivist of the Illinois State Library as Chairman, the State Historian as Secretary, and the State Librarian, Director of Finance and Attorney General. All authorizations for destruction of records now are required to clear through the Commission- formerly we were only advisory to the General Assembly and specific legislation had to be secured from that body before records could be destroyed.

A copy of our Rules and Regulations and of our forms for Applications to Destroy are enclosed, and should be used with the printed document.

Sincerely,

MARGARET C. NORTON
Archivist

M. Norton

K. Ross Toole, Director

~~LIBRARIAN~~
ANNE McDONNELL, ~~LIBRARIAN~~

OFFICE OF THE LIBRARIAN
ROOM 106, CAPITOL



HELENA.

March 14, 1952

Miss Margaret C. Norton,
Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

We thank you very much for sending us a copy of your pamphlet DISPOSITION OF ILLINOIS RECORDS and the copy of your RULE AND REGULATIONS and forms for APPLICATIONS TO DESTROY together with your covering letter explaining the present application of these.

We have had no archival program in Montana but are hoping to make a beginning before too long and these will be of great help to us in our planning.

Sincerely yours,

Marguerita McDonald
Marguerita McDonald,
Assistant Librarian.

NATIONAL MICROFILM ASSOCIATION

19 LAFAYETTE AVENUE, HINGHAM, MASSACHUSETTS

EUGENE B. POWER
President

VERNON D. TATE
Executive Secretary

313 N. First Street
Ann Arbor, Michigan
February 1, 1952

Gentlemen:

You recently received a letter from us inviting you to attend a meeting to be held in Washington on February 28. Some replies we have received indicate that one point should have been made more clear.

The dues in the old Constitution were set at \$250. It may be that this amount is either too high or too low for the job to be done. That remains to be seen. However, the purpose of the meeting in Washington is to discuss these very points and make the necessary changes in the By-Laws and Constitution which seem to be indicated.

Therefore, if any of you who received this letter have decided not to come to this meeting because you felt the cost of membership would be too expensive, you are urged to reconsider. Only by attending and making your opinion known can the Association be re-established on a basis acceptable to you.


Preliminary returns have been very gratifying. If you have not already sent in your reservation, I ask you to do so as promptly as possible.

The paper on 16mm film will be given by Mr. Edward Rosse, Social Security Administration, Baltimore.

The need for an Association in our industry is great, and unless we get together in some form of organization, the future use and development of microfilm will be handicapped. I therefore urge you to make every effort to be present, and look forward to the privilege and pleasure of meeting you in Washington.

Sincerely yours,

NATIONAL MICROFILM ASSOCIATION


Eugene B. Power
President

P.S.: If you plan to attend either luncheon or dinner we must have reservation in advance. EBP.

February 13, 1952

Mr. Eugene E. Power, President
National Microfilm Association
19 Lafayette Avenue
Hingham, Massachusetts.

Dear Mr. Power:

Thank you for the invitation to attend the meeting of the National Microfilm Association to be held in Washington this month.

In the early days of the industry the archivists had a vital interest in the development of equipment that would do the work which we had to do, and we felt that we had somewhat of a contribution to make to the manufacturers by making our needs known.

Now, so far as the customer is concerned, most of the technical problems of making satisfactory equipment have been solved, and usually we even have a choice of equipment which will be satisfactory to us. There is only one major problem to be solved, from our point of view, and that is a cheap, convenient and quick method of enlargement. Yes, we have here the photostat attachment for making enlargement, but there are several State departments who are holding off on microfilm projects because their volume does not justify the purchase of that apparatus and the other alternatives - the Leica (or similar) enlarger and the slow paper in the reading machine are too slow and messy and require too technical handling. We still want a reading machine to which is added a gadget which will let us say, "There is a page of which I want a copy", press a button and have the enlargement drop out. We respectfully throw that far from original or recent suggestion to the wolves to chew upon.

It seems to us that in the present stage of development it is no more necessary and proper for the Illinois State Library to belong to the National Microfilm Association than for us to belong to the trade association of the manufacturers of filing cabinets. We are interested as customers but do not think it necessary to be members.

Sincerely,

MARGARET C. NORTON
Archivist

New Jersey Archives
The Donough

April 21, 1952

Mr. Roger Mc Donough, Director
New Jersey State Library
Trenton, N.J.

Dear Roger:

Congratulations upon what looks like the at-long-last start of a real archival agency in New Jersey.

Enclosed are copies of our amended State Records Commission Act and of our Rules and Regulations and the application forms. Another document should go with this, and that is an interpretation of the Act by the Attorney General. This Opinion has just been received by my office and has not yet been released for publication by the Commission. It will probably be published in the May issue of Illinois Libraries.

The most important point the Attorney General makes is that the Commission does not, under the present law, have authority to authorize schedules for destruction of records when they have reached a certain age - that we have no power to authorize destructions in the future. This does not disturb the Commission too much because we have worked out procedures to make systematic destruction of records in a manner which gives us control over what is actually destroyed, yet does not delay the departments - no hearings are required for recurrent destruction proposals and a mere quorum needs to act upon the applications.

While this is a definite and, to the bill's sponsors, a disappointing limitation on our powers, yet we actually have more power than has been given elsewhere in that we do not have to get approval from the General Assembly prior to destruction authorized by us. The National Archives, for instance, has to file lists with the Congress which have the effect of laws after so many days. We have the final say-so. It is doubtful if we ever do get the power of scheduling because the constitutional question has been raised as to whether such a power, coupled with the power to authorize destruction directly, would not be an abrogation of legislative power. Meantime, we are urging departments to work on their proposed schedules and think that we can work out procedures, under the law, which can put them into practical effect. You will understand this better after you have read the Opinion.

Meantime, if there is anything we can do here to help your new archivist, please feel free to call upon us. We hope he can visit us in the near future.

Sincerely,

MARGARET C. NORTON
Archivist



State of New Jersey
DEPARTMENT OF EDUCATION
STATE HOUSE ANNEX
TRENTON 7

DIVISION OF THE STATE LIBRARY,
ARCHIVES AND HISTORY

April 23, 1952

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Margaret:

Please accept my sincere thanks for your kindness in sending me the information concerning your new "Records Act". We will study this carefully and if there are any questions about it I will get in touch with you again. Thanks also for your good wishes. I hope sincerely that we will be able to do some worthwhile work here in New Jersey.

Incidentally, the Supreme Court of the State, at my request, appointed a special committee to study the problem of county court records. If you have anything in print concerning this matter I would be grateful if you would send me a copy ~~and~~ appropriate references thereto.

Here's hoping that we shall be seeing you in New York.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Roger H. McDonough".

Roger H. McDonough
Director

McD/I

May 16, 1952

Mr. Roger H. Mc Donough, Director
Division of the State Library,
Archives and History
State Department of Education
State House Annex
Trenton 7, N.J.

Dear Roger:

Some time ago you asked me to send you anything we have in print on the subject of county court records. In going through our files I find nothing that I think would be particularly helpful to you in your present study.

We are encouraging the various counties to make microfilm copies of their important records and to deposit the films with us, under seal, as insurance against loss of the contents of the originals. One of our smallest counties in studying the proposition some years ago came up with an estimate that it would take three circuit judges sitting continuously for three years to reconstitute their land records alone. The cost of microfilming the records would be comparatively small and the county went ahead at the time. We do not know what they did with the films and we doubt if they are kept up to date. One of our larger counties, Peoria, a year ago purchased its own Recorder's Office and has microfilmed all the records of its Recorder's Office, and deposited the film with us. Every month we get one to three films on current records.

The Circuit and Probate Clerks of Cook county (Chicago) came up with a proposition several years ago which we thought very good, though we understand the program was never put into effect. These clerks were bothered by lawyers who abstracted documents from the files or substituted documents improperly. The clerks proposed to microfilm each document before it left the receiver's cage, and no record, or document, rather, which did not appear on that film was to be counted filed. We imagine the difficulty of indexing was one deterrent, but still think it an excellent way to authenticate documents filed. There was no idea of discontinuing the regular case files, but the films would be used merely to authenticate actual filing. We pass the idea along for what it might be worth.

Sincerely,

MARGARET C. MORTON
Archivist



State of New Jersey
DEPARTMENT OF EDUCATION
STATE HOUSE ANNEX
TRENTON 7

DIVISION OF THE STATE LIBRARY,
ARCHIVES AND HISTORY

May 19, 1952

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Margaret:

Please accept my sincere thanks for
sending me the information about your handling of county
court records. I am passing this along to our Records
Supervisor, Mr. Benedon, in order that he may bring it
to the attention of the Committee which has been appointed
by the State Supreme Court to study this subject.

I am looking forward to seeing you in
New York.

Sincerely yours,

Roger H. McDonough
Director

McD/I

P.S.
*Can you tell me how many cubic feet
you devote to*
a) all archival purposes
b) storage only
c) exhibit rooms
d) photoduplication purposes
e) cleaning & processing
f) other

June 3, 1952

Mr. Roger H. Mc Donough, Director
Division of the State Library,
Archives and History
Department of Education
State House Annex
Trenton 7, N.J.

Dear Roger:

That last postscript is a large order and I have let other things supersede my figuring out the archival space relations in the State Archives Building.

As you will remember, part of our building was taken for other than archival purposes temporarily. Since we are now hopeful of getting our workrooms back in the not too distant future, I am giving figures for the building as planned:

1. All archival purposes -- 69,575 square feet in building.
Includes stair and elevator halls, lobbies, storage, toilets, mechanical equipment and air conditioning equipment. Does not include space for heating equipment since all State buildings are supplied from the central State power plant.
2. Archival vaults:
 - a. Archives proper - records under jurisdiction of archivist: 29730 square feet
 - b. Departmental vaults - records under jurisdiction of departments but supervised by archivist: 19285 square feetTotal archival storage space: 49, 235 square feet
3. Exhibit space: 1230 square feet
4. Photographic purposes: 1476 square feet
5. Receiving Room (Fumigation and Cleaning): 864 square feet
6. Other rooms include:
 - Archives Reference Room: 900 square feet
 - Archives Reference Library: 300 square feet
 - Archives Conference Room (1st Floor): 200 square feet
 - Archives Catalog-Indexes Room: 570 square feet
 - Archives Conference Room (2d floor): 420 square feet. We wish this were larger and more accessible
 - 3 workrooms, each 1650 square feet. One was formerly used as the reference room for the Illinois Documents Department of the State Library and will probably be restored to that use when we get re-control of the entire building. The Illinois

Documents Department is not under the archivist, but this department is housed in this building since State documents are on the borderline between printed and archival materials. Building storage and janitors' room: 1400 square feet. Archivist's suite comprising secretary's room, archivist's conference room, archivist's workroom, two toilets and staff rest room.

There are 4 elevators: 1 freight, 2 passenger, 1 stack elevator. A mechanics' room (pumps, gauges, etc.), a transformer vault. There are four public and 4 staff toilets and 3 rest rooms.

The State Archives Building is the first unit of the Illinois State Library Building, which when completed will permit expansion of archival facilities to four times present vault space. It is not expected to add to the work space for the archives.

It is essential in planning an archives building to take into consideration certain factors not needed in office buildings. Principal factor is provision for the exceptionally heavy weight of records (1000 lb. per 4 drawer legal size cabinet). Also it must not be forgotten that in planning workrooms it is necessary to provide ample space for spreading out work - the usual planning of space for one desk per person is entirely inadequate - provide for at least one desk plus one table same size as desk as minimum per person. We have had to postpone important work since some of our space was taken away from us, because we do not have room to do it.

You have seen our building. We hope your Records Supervisor, Mr. Benedon, can also visit us. Meantime, if we have any information which can be helpful to you in making your plans for an adequate records building, please ask us to send it to you.

Sincerely,

MARGARET C. NORTON
Archivist



State of New Jersey
DEPARTMENT OF EDUCATION
STATE HOUSE ANNEX
TRENTON 7

DIVISION OF THE STATE LIBRARY,
ARCHIVES AND HISTORY

June 9, 1952

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Margaret:

Please accept my sincere thanks for your very informative letter of June 3rd. I am pleased to have this data and I assure you it will be very valuable to us in our future planning. I see no prospects for an archives building in the immediate future but I do think we are laying some groundwork and perhaps in a few years we may see some action on this important project.

Thank you again and I hope you are planning to come to ALA in New York.

Best wishes,

Sincerely yours,

A handwritten signature in dark ink, appearing to read "R. McDonough".

Roger H. McDonough
Director

McD/I

Jenkins

March 5, 1952

Mr. W.S. Jenkins, Director
State Records Microfilm Project
Box 834
Chapel Hill, N.C.

Dear Mr. Jenkins:

My apologies for delaying so long in answering your letter of February 7th in which you enclosed a copy of the Supplement, etc. I laid these aside to study at my leisure, without noticing that your letter asked me if I would be willing to undertake a review of your project. In view of the fact that the Illinois Documents Collection is not a part of the State Archives in Illinois, I do not feel that I am a particularly appropriate person to be writing reviews, though you know that I have been keenly appreciative of the importance of what you have been doing. A further, and the real deterrent, however, is that I have not been well for several months and have been ordered by my physician to curtail extra activities so far as possible, nothing critical, but just to reduce my speed to my age, which I had not been doing.

In accordance with your suggestion, I am turning this material over to Miss Rogers, the Assistant State Librarian.

There should be a review in the American Archivist, the American Historical Association's and the Mississippi Valley Historical Association's Reviews, and probably in state historical journals like the Journal of the Illinois State Historical Society. These are so obvious that I hesitate even to mention them.

Sincerely,

MARGARET C. NORTON
Archivist

Handwritten notes and signatures at the bottom of the page, including "Margaret C. Norton" and "Jenkins".

State of North Carolina
Department of Archives and History
Raleigh


December 18, 1951

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

We are undertaking to collect various state laws relating to the disposal of records. We will appreciate it, therefore, if you will send us a copy of your law.

Cordially yours,

A handwritten signature in dark ink, appearing to read "W. F. Burton". The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

W. F. Burton
State Archivist

January 8, 1952

Mr. W.F. Burton
State Archivist
State Department of Archives
and History
Raleigh, North Carolina.

Dear Mr. Burton:

Enclosed are copies of the state and local records destruction acts. Our laws were revised by the late General Assembly and we have not yet been able to get out mimeographed copies. We also enclose copies of the new Rules and Regulations of the State Records Commission and the forms used in applying for permission to destroy State records. The December 1951 issue of Illinois Libraries of which you doubtless have a copy, contains an article explaining the changes in the laws made this year.

When you get your compilation made we hope you will be able to make it available to other archivists.

Sincerely,

MARGARET C. NORTON
Archivist

200-111-01104 2816
1952

Raney

Box 186 College Station
Pullman, Washington
May 7, 1952.

Miss Margaret Norton
Archivist
Illinois State Archives
Springfield, Illinois.

Dear Miss Norton:

Dr. Herman J. Deutsch, professor of history at the State College of Washington, referred me to you. He suggested that I might obtain information from you concerning training in the field of archives. More specifically I thought that you might be able to give me information regarding the apprenticeship program in Illinois.

I will receive a bachelor of arts degree in history in June, and am considering entering library school. However, Dr. Deutsch has encouraged me to inquire into the possibilities of archives work. Any information you may be able to give me about the field would be greatly appreciated.

Sincerely,

Carol H. Raney

Carol H. Raney

May 17, 1953

Miss Carol H. Raney
Box 186 College Station
Pullman, Washington.

Dear Miss Raney:

It is difficult to know how to advise students contemplating going into archives work as a profession. There are at present fewer opportunities than in library work, but on the other hand, there is less competition. The archival profession is in a state of flux right now. Originally most archivists were primarily state historians and combined the functions of an archival agency with that of historical library. For that work a doctorate in history is almost essential. Later archival agencies spend most of their time on the care of comparatively recent records, with considerable emphasis upon what we call records management - i.e., helping governmental agencies to select from past accumulations of records those records which should be preserved in their original form or by microfilm copies, from those records which should be destroyed as having no further administrative or historical value; also helping those same agencies to plan future records in a manner which will prevent the huge accumulations of the past by predetermining the length of time each category should be preserved and providing for automatic disposal at the close of the retention period. This records management phase of archival work is really an engineering problem and the archivist is not too well equipped to do the work but most of us have to do it because there is no one else available.

Most recently the records management angle is developing into a separate profession and now has its own school connected with New York University and sponsored by the National Records Management Council of which Emmett Leahy who did the Hoover Commission Report on the National Archives, adopted by Congress, is head. There is also a similar school in Chicago, which, however, developed out of the old Chicago School of Filing which trained head file clerks. Records Management is not filing, however, and we are not sure whether the Chicago school is a records management training center as much as a filing institute. There are probably more opportunities in the records management field than in archives, because all business and governmental agencies are going into the records management field as a matter of office efficiency. The basic training needed is advanced work in public administration and, if one is going into the commercial field, business administration.

This new trend is causing the archivist to revert to his original function of keeper of the permanent records of the government and while this brings in some history - the archivist must understand the historical significance of the records in his custody - he still must be chiefly a specialist in government. For instance, during the last biennium, 76% of our reference calls related to State business, 16% to family history (including references to military records some of which were consulted for pension and non-genealogical purposes), 6 % to history and 2% to advisory services.

We stress the point that the Illinois archives is not fundamentally an historical institution (we have a separate State Historical Library), because applicants for positions here are disappointed to learn that they will not be doing historical work, since our historical archives have long since been indexed and otherwise worked over.

The archival training school is at American University at Washington, D.C. It gives both graduate and undergraduate courses with degrees in Public Administration. Dr. Ernst Posner, Director of the Graduate School for the Social Sciences, American University, is the person to contact if you are interested. This university, with the National Archives and the Maryland Hall of Records as co-sponsors, gives an annual institute on archives each July -about a five weeks orientation course. This is intended for persons already in service but you might investigate the possibilities of taking the course to find out whether or not you wish to go into archival work as your profession.

The Archives Department of the Illinois State Library does not have an apprenticeship program. We offered internships when we first moved into our new building, but from our limited experience found this unprofitable. All positions in the Illinois archives except appointive clerkships (political) are under civil service and require training and experience.

It is hard to know how to advise you individually. If your interest is definitely in the historical profession you might find more opportunities from going to library school and preparing for historical library work, then watching for opportunities for branching out into the archival field. I did that myself, working as a librarian for seven years. Perhaps it should be stated that that was so many years ago that I am now rated as one of the pioneers in the archives field, so I am not typical. It is only fair also to state that library and archival techniques are so different that many archivists are prejudiced against persons with library training - too much to unlearn.

The best archival agency in the west is the Oregon State Library Archives Department, David Duniway, archivist. He would be a good person under whom to get a start. California has plans but has not progressed far.

If I have not answered all your questions, please feel free to write again. I apologize for this typing - my machine is sticking because it hasn't been used enough lately.

Sincerely,



TENNESSEE
EXECUTIVE CHAMBER
NASHVILLE

GORDON BROWNING
GOVERNOR

April 29, 1952

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

The cornerstone and dedication exercises for the new State Library and Archives Building on Seventh Avenue in Nashville will be held at one o'clock on the afternoon of Saturday, May 3rd. The public is invited to attend but I wish to extend to you a special invitation to be present.

Progress in construction of the new building has been most gratifying and we look forward to completion with optimism. I know that you share my pride in this beautiful building which, most appropriately, has been designated by the General Assembly as a memorial to the citizens of Tennessee who served in World War II. It is a symbol of the continuing fight between the forces of darkness and those of light, in which books and open public records are weapons.

Most sincerely,

Gordon Browning

*Gov.
Tennessee*

1 May 1952

**Honorable Gordon Browning
Governor of Tennessee
Nashville, Tennessee**

My dear Governor Browning:

Miss Norton and I want to thank you for your kind invitation to attend the cornerstone and dedication exercises for the new State Library and Archives Building in Nashville to be held at one o'clock on the afternoon of Saturday, May 3rd.

We are very much interested in the building and regret that on such short notice it would not be possible to attend the ceremonies. Maybe, at some future date, it will be possible for us to visit the completed building.

Sincerely,



Assistant State Librarian

HR 8

**cc: Dr. Dan Robison
State Librarian**

THE LIBRARY OF THE UNIVERSITY OF TEXAS

AUSTIN · 12 · TEXAS

January 26, 1952

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

Recently I have had occasion to check over your articles in Illinois Libraries for the last ten years and it strikes me that they should be put together and reprinted into a textbook on Archival Work. What is your reaction to this notion? Such a volume is greatly needed as you know.

Very truly yours

A handwritten signature in cursive script that reads "Winnie Allen". The signature is written in dark ink and is positioned below the typed name.

Winnie Allen
Archivist

WA:rs

January 29, 1952

Miss Winnie Allen, Archivist
The Library of the University of Texas
Austin 12, Texas

Dear Miss Allen:

It is very kind of you to want a reprint of my articles in Illinois Libraries. Some years ago I did dally with the thought of doing a text book on archival work, but do not now consider that practicable. Many of my articles were more or less pioneer ventures in the field of archival technique. Most have been superseded by later and more up to date articles, particularly those recently issued as "Staff Information Series" issued by the National Archives.

The remainder of the time that I stay in service I shall be giving all my time and energy to rounding out my work pending retirement which will come sometime within the next five years.

It is good to hear from you again. We are sorry that you have been unable to attend many conventions of the Society of the American Archivists, but hope you can get to the meeting in Lexington, Kentucky next fall.

Sincerely,

MARGARET G. NORTON
Archivist

MCN:mv

SOCIETY OF AMERICAN ARCHIVISTS, 1952

February 6, 1952

Dr. Karl Brown, Editor Bulletin
New York Public Library
Fifth Avenue & 42d St.
New York 18, N.Y.

Dear Mr. Brown:

We are still getting copies of the Bulletin of the New York
Public Library addressed to me as editor of The American
Archivist. The present editor is
Dr. Karl L. Trever
The National Archives
Washington, D.C.

As I found your publication interesting and useful while I was
editor, I suggest that you send this publication to Dr. Trever
if he is not already on your list.

Sincerely,

MARGARET C. NORTON
Archivist

OREGON STATE LIBRARY
SALEM

*"The Best Reading for the Greatest Number
at the Least Cost"*

ELEANOR STEPHENS, LIBRARIAN

February 8, 1952


Miss Margaret C. Norton ✓
Mrs. Delores Rouse
William J. Van Schreeven
Leon de Valinger, Jr.
Jesse Beall

Dear Friends:

Attached is the draft of an introductory note which I have prepared to be published with the revised edition of our report, Archival Agencies in the States and Territories of the United States. Some of the facts which I have brought out have become apparent only upon the revision of the mimeographed edition. Please let me know if it meets with your approval since it is to be published in the name of the committee. If there is no objection I will forward it to Trevor by February 19th, even though I may not have received all your replies.

DCD:hjs
Encl.

Yours sincerely,


David C. Bailey
State Archivist

COPY

Introductory Note

This directory and comparison of the state and territorial archives of the United States is the result of the work of the 1951 Committee on State Archives. To be included, an institution was judged on the basis of the collections in its custody. Only one Archival agency is listed which serves as non-custodial and solely as the advisor to local records custodians. An attempt has been made to compare the collections and functions of the archives of the various states, and the unevenness of their development is quite apparent. Montana is the only state where there is avowedly no Archives. In some eight states the only institution which performs an archival function is the legal depository of the printed publications of the state. In five states where the work is handled by the state historical society, there is no law assigning that function to the society.

The tables indicating the administrative relationship of the archives to the state or territorial government, includes two agencies which are part of a library, and which in turn are administered by an agency that in other states directly administer archives. The number of employees is supposed to indicate the number of archival employees, but in some instances all employees of the agency appear to have been included. The legal citations have been conformed to a pattern which we hope will be adequate. In analyzing the records collections various types of special conditions have been indicated. It is obvious however from the correspondence that has ensued that in some states there are various qualifications which can not be indicated by marks in the proper column, and that it might not even be politic to explain the situation in a footnote. Least satisfactory is the analysis of historical and non-historical functions. In the case of well defined archival divisions or departments, associated with libraries, the other functions of these libraries were not included in the reports and data is not always therefore similar.

In conclusion it should be pointed out that no study of archival conditions in the various states and territories can be expected to be accurate, unless it were possible to visit each state and to investigate and weigh comparable factors.

Committee on State Archives

Jesse Beal
Leon de Valinger, Jr.
Margaret C. Hotten
Mrs. Dalores Hanne
William J. Van Schreeven
David C. Buniway, Chairman

Duniway

February 12, 1952

Mr. David C. Duniway, Archivist
Oregon State Library
Salem, Oregon.

Dear David:

Your "Introductory Note" to the directory of the state and territorial archives is an excellent statement of the problem, and after careful study, I have no amendments to suggest.

It was a great disappointment to have to refuse to serve any longer on your committee on State Archives. I was unable to contribute anything last year, but hoped that I could really take hold and do something this year. But, my physician has sternly forbidden any extra curricular activities in the hopes that he can keep me going a little longer in this job I love so much. I read somewhere once that it is easier to make the physical adjustments to a physical handicap (in my case, heritary high blood pressure) than the personality adjustments (in my case, liking work and being in the center of things). Well, I'll probably outlive all the rest of you!

I just this morning received your request for information on salaries and job qualifications. As this will take a bit longer than the time I have available to compile it today, I answer that part of your question soon. We have had several request for that sort of information - from either Maryland or Delaware, I think, and from Michigan Historical Commission (trying for establishing a real archival agency). Perhaps part of this compilation has already been made recently and you could use that as a start.

Sincerely,

MARGARET C. NORTON
Archivist

OREGON STATE LIBRARY
SALEM

*"The Best Reading for the Greatest Number
at the Least Cost"*

ELEANOR STEPHENS, LIBRARIAN

March 6, 1952

Miss Margaret C. Norton
Illinois State Archivist
Springfield, Illinois

Dear Miss Norton:

Your letter of February 13, 1952 explaining your decision not to serve on the Committee on State Archives was indeed a disappointment. The wonderful maturity that a full career has brought to your point of view will be missed. Even though you were not able to undertake any particular study, your advise was certainly valuable. I think we have gotten something started upon which we can build, and if you think that we are going off on the wrong tangent, please let us know. We will of necessity have to ask the various state archivists questions, and you will still be in touch with our work at that point.

Yours sincerely,


David G. Duniway
State Archivist

DCD/dlb

Enclosure 1

OREGON STATE LIBRARY
SALEM

"The Best Reading for the Greatest Number
at the Least Cost"

ELEANOR STEPHENS, LIBRARIAN

March 25, 1952

Mr. Karl Trevor, Editor
American Archivist
The National Archives
Washington 25, D. C.

Dear Karl:

Sorry, but you did tell me that you wanted to publish ARCHIVAL AGENCIES OF THE STATES AND TERRITORIES OF THE UNITED STATES in the earliest possible number of the AMERICAN ARCHIVIST. In view of your decision not to publish, I appreciate your recommendation to Thomas that the Society bring it out in the revised form. The preliminary edition was prepared at the expense of this agency for the purpose of circularizing the institutions listed, and a great deal of information has been added or corrected. Since it gives a more accurate picture of state archives than has been assembled previously, I am sure that it would at least be useful to the states. Copies of the preliminary edition were distributed to those who attended the annual meeting, and some of the states sent me corrections without returning their copies. On the other hand I know that many institutions concerned are without copies of even the preliminary edition which is not only out of print but misleading. A bibliographical note appearing in the Bulletin of the Library of Congress resulted in numerous requests from libraries which I was not able to fill, and I am of the opinion that the directory would have a wide distribution if reproduced for the membership and for sale as a separate.

Yours sincerely,

David C. Danahy
David C. Danahy
State Archivist

COPY

BCB/dlb
c. Margaret Eaton

April 1, 1952

Mr. David G. Duniway, Archivist
Oregon State Library
Salem, Oregon.

Dear David:

Like you, I am disappointed that Karl finds himself unable to print Archival Agencies of the States and Territories of the United States in THE AMERICAN ARCHIVIST. I don't know the reason, except, that, judging from my experience in printing the earlier Directory we found the typesetting almost prohibitively expensive. I hope that at least this can be circulated in mimeographed form, for it is a most valuable piece of work which should be available to all interested.

We hope this finds you and your little family well and looking forward, as we are all, to a beautiful spring to shove out an unpleasant winter. I am feeling much better than I did earlier in the year, but not as much better as I had hoped. I even talked of retiring this summer, but Miss Rogers and my physician vetoed that as being impracticable for me. The doctor says I can keep going for a long long time if I will just learn to live in moderation, cut out all outside activities and take lots of rest. I remarked that that sounds "as dull as dish water," to which he replied - "No use of being rebellious - that is the way you are going to live." I'm selling my house in town and building out at Lake Springfield this summer - eight miles out in the suburbs. I don't remember whether I had time to take you out there when you were here. The next time you come I hope your wife will be along and that I can entertain you in my own home.

Sincerely,

MARGARET G. NORTON
Archivist

CC: E. Trever

OREGON STATE LIBRARY
SALEM

*"The Best Reading for the Greatest Number
at the Least Cost"*

ELEANOR STEPHENS, LIBRARIAN

April 7, 1952

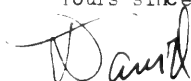
Miss Margaret C. Norton, Archivist
Illinois State Archives
Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of April 1,
1952 commenting on ARCHIVAL AGENCIES OF THE
STATES AND TERRITORIES OF THE UNITED STATES.
I am glad that a copy went on to Trevor.

I was interested to have a further
report on your health. I have been faced
with problems of a similar adjustment to life
ever since I had polio and overworked after-
wards, and I can assure ~~you~~ that life can be
interesting, even though you have to be
able to say "No" on many occasions. I
look foward to seeing that new home.

Yours sincerely,



David C. Duniway
State Archivist

DCP/dlb

COMMITTEE ON STATE ARCHIVES
SOCIETY OF AMERICAN ARCHIVISTS

SALARY SURVEY

Objectives

The Chairman of the Committee on State Archives assigned to me the task of asking state archival institutions what salaries are paid to their administrative and technical staffs. The purposes of this survey, as I understand it, are (1) to concentrate in the hands of this committee all of the information about archival salaries now available, so that members of The Society of American Archivists who find it necessary to have information of this kind may get it by writing to the committee rather than having to circulate all of the members of the Society as has been necessary in the past; and (2) to summarize as briefly and as graphically as possible for all of the members of the Society the present salary situation throughout the country, with comment and recommendations of the committee.

Procedure

In order to gather this information a letter was sent to the institutions listed in the mimeographed directory of Archival Agencies of the States and Territories of the United States, prepared by the Committee on State Archives and distributed at the October 1951 meeting of the Society in Annapolis, Maryland. A copy of the letter and of the directory is attached hereto.

It was decided to send a letter rather than a form because almost all of our state archival institutions are unique in some way or another. It has been the experience of your reporter that to fill out a form designed for the use of all archival institutions is almost impossible and that such a filled-in form usually does not give a true picture of the situation in any single archival institution.

The directory was amended to take care of certain changes which have occurred in the last year and also to make a very few corrections which were overlooked in its preparation. For example, the State of Texas, which had been inadvertently omitted from the directory, was added, and the Director of the Archives of Vermont had been changed in the course of the year. Moreover, no inquiry was sent to the custodians of records of the Territories because it seemed that the situation in the Territories would be less relevant for statistics on state archives than on federal archives.

Inquiries were made of forty-three states. No inquiries were sent to the following states because of lack of information as to the record custodian: Idaho, Maine, Montana, New Hampshire and Utah. One state, Nevada, replied that it had no record custodian. No replies were received from nine

states as follows: Arkansas, Indiana, Iowa, Louisiana, New Mexico, North Dakota, Ohio, Rhode Island, South Dakota.

The states which did reply are as follows:

Alabama	Nebraska
Arizona	New Jersey
California	New York
Colorado	North Carolina
Connecticut	Oklahoma
Delaware	Oregon
Florida	Pennsylvania
Georgia	South Carolina
Illinois	Tennessee
Kansas	Texas
Maryland	Vermont
Massachusetts	Virginia
Michigan	Washington
Minnesota	West Virginia
Mississippi	Wisconsin
Missouri	Wyoming

Results

A close examination of the information which was received indicated that it would be impossible without further inquiry to tabulate the material which had to do with the services and positions below that of assistant archivist. Many states had no other positions. Some others had a large staff about which they gave full information. It was decided, therefore, to restrict this report for the present to the positions of state archivist and assistant state archivist or their equivalents. It was found also that many states considered this information as confidential. Therefore, it is not possible, in discussing salaries or salary brackets, to say to which state an archivist with a given salary belongs. An effort will be made, however, to examine the salary scales geographically.

I. Salary Scale for State Archivists.

All salaries given here below have been converted into annual figures and in every case where there was a salary scale given, the maximum has been used for the purpose of this study. This includes in some cases increments which come after twenty years and it also includes cost-of-living bonuses. There seemed to be no other way to proceed.

1. Range. The lowest salary reported was \$2,178; but this was a specialized position and bears no real resemblance to the duties and responsibilities of most state archivists. There were two institutions which reported salaries of \$3,000. In one of these states, however, the archivist had little

technical or administrative responsibility. In the second state which reported \$3,000, the archivist has full responsibility. As for the rest, the lowest scale was \$4,000 a year; the highest, \$8,250.

The number within each \$1000-range, between the minimum and maximum, is as follows:

\$2000-\$2999	- 1
\$3000-\$3999	- 2
\$4000-\$4999	- 7
\$5000-\$5999	- 8
\$6000-\$6999	- 7
\$7000-\$7999	- 5
\$8000-\$8999	- 2

It will be seen that twenty-two, or approximately two-thirds of the total number replying, had salary scales varying between \$4,000 and \$6,999. There were only seven above \$6,999 and only three below \$4,000. It may be said, therefore, that the current salary of state archivists lies between \$4,000 and \$6,999.

2. Salaries of Archivists with General Administrative Responsibility or Technical Responsibility Only.

Of the states which replied, fourteen of the archivists had full administrative responsibility or almost so; while eighteen confined their work to technical administration. The salary scale for archivists who have general administrative responsibility is only slightly higher. And this may be, not because services of this kind are more highly prized, but simply because the archivist himself is able to have direct access to the budgetary and the appropriation authorities of the state.

Average salary for archivists with general
administrative responsibility \$5,936

Average salary for archivists with techni-
cal responsibility only \$5,394

There is perhaps some value in a comparison of the salaries of archivists in the various regions of the country:

<u>Area</u>	<u>Average Salary</u>
Middle Atlantic States	\$7,238
Middle West	5,607
South	5,573
New England	5,122
South West	4,926
Far West	4,892

The figures for the South West are not as useful as those from the other areas because there were only three states reporting and of these three,

one paid a salary of only \$2,178, the lowest of any received.

II. Salary Scale for Assistant Archivists.

Of the thirty-two states which sent in salary figures, eight had no assistant archivists. This means that in those states record keeping is a one-man job, or a job for one man plus a stenographer or a clerk. Moreover, the figures for assistant archivist have less meaning because there is a much greater divergence of duties. For example, in at least one state of the South the assistant archivist in our table has the title of State Archivist and a salary commensurate with that title. The salary range is from \$3000 to \$6,132. The average salary for the entire country is \$4,332, and the averages for the various regions are as follows:

<u>Area</u>	<u>Average Salary</u>
Middle Atlantic States	\$4,865
South	4,601
Middle West	4,486
South West	4,350
New England	4,156
Far West	3,560

Conclusions and Recommendations

The member of the State Archives Committee to whom the task of gathering these figures was assigned expected to consider them in company with the rest of the Committee at a breakfast meeting in Lexington. It was presumably the duty of the Committee as a whole to draw the conclusions and make recommendations. But since at least the Chairman and the writer of this report will not be present, such conclusions and recommendations can hardly be expected from the Committee. There are some quite obvious ones, however, which this reporter feels free to point out.

Some of the archival salaries are incredibly low. However, it is pointless to recommend to the recipients of these salaries of two and three thousand dollars a year that they should attempt to have them raised. No doubt they have already done all in their power along this line. In one case a considerable raise may be expected shortly.

What is the explanation for the fact that the Middle Atlantic States pay higher salaries than the others? An answer that occurs to me is a combination of two factors. The states are relatively wealthy and the archival agencies have been established for a relatively long period of time.

A hopeful point is that we now have at least thirty-two active state archival establishments. This is a significant increase over the number of

archival establishments of this kind which existed ten or fifteen years ago. Perhaps in another decade every state will have such an establishment and then our comparative salary figures would be more valuable.

In conclusion I should like to emphasize what I have already mentioned; that is, since these establishments differ so much in function and organization, it is almost impossible to give a true comparative picture of salaries. However, there are already many of them whose functions are very much alike and there is no doubt in my mind that within a few years, the press of work will make them still more uniform. More and more our chief functions are care of the non-current records of the state and records management. Most of us in time will devote all or a greater part of our time to these two functions whether we like it or not. If that should occur, then it will be possible to give a truly comparative description of archival salaries.

Respectfully submitted,

Morris L. Radoff
Archivist of Maryland

October 9, 1952.

Jaylar

November 26, 1952

Miss Dorothy Taylor, Archivist
Denver & Rio Grande Railroad
Denver, Colorado.

Dear Dorothy:

You are probably wondering when you will receive your corn husk doll. We didn't forget that you wanted one from Berea, but we did not find any. They have some little tiny ones, about 4 inches long, priced \$2.00. The only other dolls they had were Mammy dolls of the type you could buy any time at any toy department. We decided you wanted none of them. We visited not only Berea but also the Lincoln shrines in Kentucky and Indiana, but found no doll we thought would appeal to you.

5, 4, 4.

We have been thinking about the nomination for Secretary. When I mentioned our search to Miss Rogers she indicated that she would be willing to have Emma Scheffler of our archival staff take on the job if the Committee would be interested. You met Emma - she was at the Convention. She is a live wire, very active and conscientious about committee work assigned to her. I have not mentioned this to her because I think we are agreed that we should get someone in or near Washington so that person would be nearer the center of things. Miss Rogers said she would O.K. any necessary trips to Washington or New York. One thing is needed is a good stenographer, and that we have never had in this office. The clerk typist who has been doing our work is leaving this Saturday to take another job so we don't know where we stand. I merely pass along Miss Rogers' suggestion. I presume someone in the East can suggest someone we can get from that section.

It is hard to realize that tomorrow is Thanksgiving! I hope yours is a happy one.

Sincerely,

MARGARET C. NORTON

rec'd 2 American Archivist

Roger Thomas

8 Maryland Avenue, Apt. 2-D, Annapolis, Maryland

Jan. 29th *1957*

My dear Miss Norton

Pardon the personal stationery for a professional purpose but I am literally working night and day to make Trever's deadline (it is unnecessary to tell a former editor of TAA more about that!!) It has been very hard for our president who is really an active line officer with a day that opens often at 4 a.m. to meditate long on committee work. I did what I could to salvage matters but it is quite different for the secretary now. No more of that for the moment. I conferred with Trever and I think he understands but printers neither understand nor forgive.

The preamble leads up to the question; will you serve again with Duniway on a State Archives committee. If all accept it will remain about as last year though I hope the clerical labor for Duniway won't be too much added to if Dr. Radoff joins up. He is anxious to do so, as he has some notion perhaps the comt. might work on some advisory material as to salaries, N.A. personnel being always so inhibited by a sensitive Congress from doing so.

I presume you recall we are probably to meet at Lexington next Oct (exact date will appear in the July Archivist for that too has been hard to ar-

range.) We hope the Midwest throngs in and meantime we get a lot of it to "join up." I still feel, in contrast to many others, that a great many truly archival people are lurking in the bushes, so to speak. A few about here have a real phobia for fear we may be letting in "file clerks."

I was reminded of what you said last August about late mail (when the SAA missive wandered about so, reaching you) for the post of a week ago brought word from the AASLH that they were meeting Dec. 28! I know they did for I was at their very successful meeting at the Statler in New York City but it is hardly time in mid Jan. to tell us so. As a "mailing secretary" I can just conjecture how that happened.

Though I cant expect to remain on this job long I would appreciate any tips you want to send me. The better the concrete suggestions the better the job. If we only had a slightly more exalted treasury!

Sincerely yours,

or Box 131, Annapolis,

Roger Thomas

January 31, 1952

Dear Mr. Thomas:

Why do folks danlge temptations in front of persons who have just made such good New Year's resolutions? Of course I want to continue on the Committee on State Archives, but, I just mustn't. I've just come through another bout with my hereditary enemy, high blood pressure, this last spell being sufficiently serious that I definitely decided at one point to retire next summer.

After stormy sessions with physicians who just cannot get out of their heads that all unmarried women are suffering from Freudian frustrations andid what I occasionally indulge in when I cannot make my point otherwise, I staged a tantrum in Dr. Patton's office. I pointed out to him thatI am well aware of the classic causes for nervous and blood pressure breakdowns:

1. I am decidedly beyond the age where the male of the species as such has any interest to me.
2. I am not lonely - I reminded him that he had to post a "no visitor's sign" the last time I was in the hospital because my friends wore me out.
3. I am not bored - ever know an archivist who had a chance to be.
4. I have no family disturbances - I have no relatives closer than second or third cousins, most of whom I haven't seen for thirty years and don't care if I never see again.
5. I love my work and my boss and my staff and my neighbors are congenial also.
6. I'm not worried about finances - probably should be, but no worse off than the rest in these days.
7. I'm not trying to find a solution to te worldproblems.

It was really funny, because this doctor isn't my family doctor but a young surgeon in a clinic to whom I had gone to because he had operated on me couple of times. I am easily old enough to be his mother. I had always before rather stood in awe of him because he was always so stiff and correct that I thought he was an iceberg. It seems, he has been a littleafraid of me!

Well, anyhow, he promised to take me on as a patient and started out by doping me with medicine that put me to sleep for four straight days. Last Saturday he said he had reviewed all my case records and realizes that all that ails me is that at my age I

should be driving in first gear, but instead of that am going in third gear all the time. He said, "I'll compromise on second gear for you, but you must cut down on committee work, overtime, writing, and shift as much of your office responsibility as possible. You are going to have to retire sooner or later, and I realize that you don't want to do so. But it is not too early to be making your plans and to be finishing any programs you may have for yourself. If you can cut down and we can get your pressure down a bit, I do not think it will be necessary for you to retire this year."

So, much though I do want to continue working on David's committee, I mustn't do it.

Miss Rogers wants to know as soon as possible when the SAA is going to meet in Lexington. The Illinois Library Association meets here in October, and she wants, is possible, to prevent a conflict of dates and she thinks she can arrange the time here if she knows about ours soon enough.

Too bad our President had to be in the Army. I guess he thought he wasn't being fair to the Society when I said something about that to him, but he is necessarily missing all the fun of being President because he is so busy. ^{thought}

Thanks for asking for suggestions, but I am quite satisfied with the way the Secretary is doing his work.

My best regards to everyone at Maryland.

Sincerely,

The Society of American Archivists

WILLIAM D. MCCAIN, PRESIDENT
DEPARTMENT OF ARCHIVES AND HISTORY
JACKSON, MISSISSIPPI

HELEN L. CHATFIELD, TREASURER
8917 SENECA LANE
BETHESDA 14, MARYLAND

ROGER THOMAS, SECRETARY
POSTOFFICE BOX 131
ANNAPOLIS, MARYLAND

February 8 1952

My dear Miss Norton:

Your interesting letter of January 31st has been "to hand" quite long enough. I fear a good many members feel I am a terrible "slow poke" in replying to letters but probably most of them have secretaries to themselves and find sending out a letter a mere matter of minutes with a rapid stenographer at hand. I don't feel justified in using SAA funds so freely and the Hall of Records (except when we were hosts last October) permits not a minute of its official time to go to Society matters. (Such "frivolities" are no doubt classed as diversions for which the State can not afford to lay out money!). For some time now I have cut off the item "clerical assistance" to less than 5 hours a month. In times of committee notification, etc. it is ~~not~~ enough unless I really buckle to the wheel as I have pretty steadily now since Jan. 1st.

And the labors in the Hall of Records haven't abated a jot. In fact since the annual report which spoke of a "falling off" in the work of the Research Room (almost as it deliberately to make mock of the Archivist's words) we have hordes of people and many more letters than before. The latter I handle alone. Also at the moment we are undergoing revision in the installation of a \$10,000 photocopying machine. If all goes well we expect (through legislation) to get an appropriation of half our budget for a "Microfilm Division." It is to forestall

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POSTOFFICE BOX 131
ANNAPOLIS, MARYLAND

2

any move on the part of another State agency to grab "Records management," a move that has apparently succeeded in Virginia

But to your letter. I know you undertook to be amusing in it (and we are all chuckling over your answer to Dr. Patton) primarily to take the sting out of your withdrawal from the State Archives Committee. Col. McCain and I accept it and I am trying to see that the S.A. Comt. does not (in the printed account due in the April issue) contain your name. Dave Duniway insisted on trying to retrain the comt. but van S. withdrew as he was needed to make up the Lexington program (for Oct. 27 and 28, tell Miss Rogers) and Dr. Radoff took the place. I am trying now to induce Mrs. Bryan of Georgia to take over the vacancy you made though true replacement will be impossible. You mustnt fail if you have a thought now and then on State archives to give D.D. the benefit of it. For a time we did think of putting in the printed list a group of "consultants" but decided against it.

I was also hopeful that the Army might discharge the Col so we could count off all of his leisure labors but with the moving of the 115th AAA Gun Battalion (which he commands) to within a few miles of Annapolis a great deal of the previous unfavorable conditions were eliminated. Not that the secretary mustnt work much, much harder than with Phil Brooks

My best to all your staff and to Miss Rogers

Sincerely,

Roger Thomas

Thomas

March 5, 1952

Mr. Roger Thomas, Secretary
Society of American Archivists
Box 131
Annapolis, Maryland.

Dear Mr. Thomas:

Under separate cover we are sending you a copy each of This Week in Chicago, February 2 and 9, 1952. These contain an article "As We See It" which describes the Branding Iron Press of which Herbert Brayer, a member of the Society, is editor and co-publisher. Miss Rogers suggests that this might be of interest to have in the files of the Society.

I'm feeling much better than when I wrote you last. In fact, I have been so good about obeying my physician that I say I am sprouting wings. One of my friends brutally says, "No they aren't wings - you're just getting round shouldered." Hope all is well with you and the Society.

Sincerely,

MARGARET C. NORTON
Archivist

The Society of American Archivists

WILLIAM D. MCCAIN, PRESIDENT
DEPARTMENT OF ARCHIVES AND HISTORY
JACKSON, MISSISSIPPI

HELEN L. CHATFIELD, TREASURER
8917 SENECA LANE
BETHESDA 14, MARYLAND

ROGER THOMAS, SECRETARY
POSTOFFICE BOX 131
ANNAPOLIS, MARYLAND

Nov. 14, 1952

Miss Margaret C Norton
Illinois State Library
Springfield, Ill.

My dear Miss Norton:

As I told you in the lower lobby of the Lafayette, the Council at its Tuesday morning (Oct. 28) meeting, elected you, along with M. Charles Braibant, Archivist of France, to honorary membership. In a short time, I hope to send you the formal "diplome," as it were, to confirm my statement. Honorary members, as you know, pay no dues or assessments but are not otherwise different from other members and are eligible for office, committee work, etc., etc. I presume you remember, too, that, with Mr. Leon de Valinger and Miss Dorothy K. Taylor, you are serving on the Committee on Nominations. I have already told Miss Taylor to start searching for I shant be a candidate for this office when election time comes up next October. I hope some youngish, sensible, business-like, and (perhaps) efficient young woman of our membership can be induced to take the job. Have you anyone in mind? If so, let Miss T. know.

Mr de Valinger and his assistant, Mr. Dickens, were here today and loud in praises of the Lexington, Ky., meeting. In my report I am calling it the "second largest meeting," Annapolis with 165 present being larger. I dont know if the Washington crowd who have summoned mobs in their day will like that... but figures can't lie!

I have every reason to believe the Dearborn (Detroit) meeting will be better. One reason I think so is that from 1902-1922 I lived in Ann Arbor and hence know the district fairly well. Last summer (1952) while on vacation, I visited the handsome home of the Ford Motor Company archives, Fairlane, where Mr and Mrs Henry Ford made their home until their death. Handsome estate, wonderful grounds and in September abundant with roses [the only archives, Mr. Edmunds says, that has to employ four gardeners!]

Political upheavals now make ^{now} no difference in Illinois ^{than} in 1950 when we had ours here. The only change...s larger staff!

Sincerely

Roger Thomas, Secretary.

November 26, 1952

Dr. Roger Thomas, Secretary,
Society of American Archivists
Box 131
Annapolis, Maryland.

Dear Dr. Thomas:

The Society of American Archivists has conferred every honor in its power to give, upon me. This makes me very humble because no one knows better than I that I do not deserve all this. I sometimes feel I am like "Mr. Chips." You remember that he was nothing much while he was in his prime, but stayed around so long that he became an institution. I especially appreciate getting this honorary membership while I am still active, and I think it is a nice gesture to give it as something other than a farewell present. I assure you and your fellow Council Members that I am still at the service of the Society and anxious to do all I can to promote its further progress.

The Nominating Committee are very sorry indeed that you feel that you must give up the Secretaryship. I think everyone breathed a sigh of relief when you said you would take over, for we thought you would be permanent and we knew you would be, as you have been, conscientious. If you have any suggestions as to whom we might nominate, I am sure that Dorothy Taylor will welcome them.

Sincerely,

MARGARET C. NORTON
Archivist

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

Karl L. Trever
Editor

Room ~~XXX~~ 405
The National Archives
Washington 25, D.C.

July 11, 1952

Miss Margaret C. Norton
State Archivist
Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

I have just finished reading your article in the April Illinois Libraries on the subject of the place of archives in Government. I like it. In fact, I like it so well that I am writing to suggest that we might reprint it in the January or April issue of the American Archivist. I do not know how many of our readers get your little magazine but even if a goodly percentage of them do receive it, I think the article is worth making a matter of record in the American Archivist. Let me know what you think of the proposition.

I am just too busy these days planning for the big exhibit and ceremonies that will be held on December 15 when the Constitution and Declaration will be transferred to us to undertake a sociable letter. I will leave the news and gossip to October when I expect to see you in Lexington.

Sincerely yours,

Karl

Karl L. Trever
Editor, American Archivist

July 15, 1952

Dr. Karl L. Trever, Editor
The American Archivist
Room 405
The National Archives
Washington 25, D.C.

Dear Karl:

Thanks for these kind words! We will be glad to have you re-print the article, provided, as Miss Rogers suggests, that you mention the fact that it was first printed in Illinois Libraries.

At the time this article was published we were awaiting an interpretation of our new State Records Commission amendments. Probably I should revise now what I said then about the records destruction program, in the light of this decision. This won't add more than a short paragraph or two. I will get busy on this in a few days.

Yes, we hope to be seeing you at Lexington.

Sincerely,

MARGARET C. NORTON
Archivist

August 5, 1952

Dr. Karl L. Trever, Editor
The American Archivist
Room 405
The National Archives
Washington 25, D.C.

Dear Karl:

Here is the amendment to my article on "The Place of Archives in Government." I am sorry to have been so slow with this, but my brains cooked in our recent heat wave.

Last week we started microfilming the early records of Randolph county, our oldest county, including the French records of old Kaskaskia. I hope this will have a chain reaction in several directions. Don't print this as a news item, as it hasn't cleared with Miss Rogers who is away just now. Thought you might be interested.

Personally I am just at that stage in housebuilding which keeps you holding your breath. I was supposed, according to the contract, to get in next week, but it will probably be after the first of October.

We'll be seeing you at Lexington.

Sincerely,

RECEIVED
AUG 14 1952
U.S. NATIONAL ARCHIVES

August 5, 1952

The Place of Archives in Government. By Margaret C. Norton

Page 156 Illinois Libraries

Omit lines 15 (after word "obtained") -25

Insert new paragraph reading as follows:

Under the present law the State Records Commission is empowered to authorize destruction of records without waiting for confirmation of its recommendations by the General Assembly. A biennial report as to authorizations granted since the last regular session is all that is required. However, the Attorney General advises us that this Act does not permit the Commission to issue blanket authorization for future destructions under retention schedules such as those employed in the Federal government. The practical effect of such scheduling has been achieved through simplified procedures such as waiving of hearings and excusing Departments from filing of samples in the case of periodical repeat applications. Departments which had secured legislation permitting the use of retention schedules prior to the 1951 amendment to the State Records Commission Act he has ~~XXX~~ ruled are bound by this Act; and the only effect of such prior Acts upon the power of the Commission to pass upon all destruction of State records is to prohibit authorizations to destroy records which have been held for shorter periods than those specified in such laws.

August 5, 1952

The Place of Archives in Government. By Margaret G. Norton

Page 156 Illinois Libraries

Omit lines 15 (after word "obtained") -25

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The American Archivist *Trevel*

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

Karl L. Trever
Editor

Room ~~XXX~~ 405
The National Archives
Washington 25, D.C.

August 25, 1952

Miss Margaret C. Norton
Archivist
Archives Division
Illinois State Archives
Springfield, Illinois

Dear Margaret:

Thanks for sending me the additional paragraph for insertion in your article "The Place of Archives in Government." I don't know just how quickly I can get the piece published in the American Archivist, but will try to make it soon. I am quite lucky to have already on hand a number of good items for publication. The October issue had to carry several items that were not quite up to par, I think, but the main contribution, as usual, was the writings on archives and manuscripts.

I still plan on going to Lexington. Right now I am up to my neck in the exhibits etc., that we are planning for December 15 when the Declaration of Independence and the Constitution will be formally transferred to us. Grover has such elaborate plans that it may be impossible for me to get away even long enough to go to the meeting. Judging from the tentative program Van Schreeven has cooked up, I doubt that one will miss much if he doesn't go--but I hate to miss meeting all my old friends.

Sincerely yours,

Karl

Karl L. Trever,
Editor, American Archivist

NATIONAL ARCHIVES, 1952

Grover

January 11, 1952

Dr. Wayne C. Grover
Archivist of the United States
The National Archives
General Services Administration
Washington 25, D.C.

Dear Dr. Grover:

Your new bulletin entitled "Regulations of the General Services Administration, Title 3, Federal Records" issued December 1951 should be suggestive and helpful to the Illinois State Records Commission. I would be most grateful to you if you could send a copy to each of the other members of our Commission, also if you could send a copy of your disposal law for each of us.

Sincerely,

Margaret C. Norton
Archivist

Please send copies to the following; marked "Personal"

Mr. Lucien Field
Assistant Attorney General

Miss Helene H. Rogers
Assistant State Librarian

Dr. Harry E. Pratt
Illinois State Historical Library

James W. Clement
Administrative Assistant to
Director of Finance

Grover

May 22, 1952

Dr. Wayne Grover
Archivist of the United States
The National Archives
Washington 25, D.C.

Dear Wayne:

Enclosed are copies of the pictures taken while you were here. Unfortunately I was not able to get hold of our publicity man in time to get the pictures into the newspaper.

I enjoyed your all too brief visit very much, and hope that you will return with the family before long. Give my love to Mrs. Grover.

By the way, by the time Miss Rogers asked me the name of the W.A. man in charge of the Chicago Records Center, it had slipped my mind. She wishes to give him a formal, as I an informal, invitation to visit us here.

Sincerely,

MARGARET C. NORTON
Archivist

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service
Washington 25, D. C.

May 26, 1952

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Margaret:

Thanks for the pictures and also for the tour of Springfield and environs. I envy you that beautiful home site.

I enjoyed my visit to the Illinois State Archives. I owe you an apology and myself a kick in the pants for not dropping in when I was through there with the kids several years ago. You have a very fine establishment.

The name of our Deputy Regional Director for Records Management in Chicago is T. P. Lee. You can get him through the Chicago office of General Services Administration. The head of the Center is Steve Clark. He would probably come along with Lee, but I would address the invitation to Lee.

Sincerely,

Wayne
Wayne C. Grover
Archivist of the United States

Grover

September 25, 1952

Dr. Wayne Grover
Archivist of the United States
The National Archives
General Services Administration
Washington 25, D.C.

Dear Wayne:

Thank you very much for the very fine reproduction of the Brady Lincoln portrait presented for the Illinois Archives Building. This came during my vacation, hence the delay in acknowledgment. We haven't decided yet just where to place it, but the Archives does not have, or rather, has not had, a suitable picture of Lincoln and of course we should.

This finds me camping out in my new home at the lake. I say camping advisedly, since I still have no heat and all my possessions are packed and sitting in the middle of the living room floor while progress from one room to another is impeded by workmen (when I can get them by hook or by crook) and their tools. Allowing six weeks beyond the finishing date set by the contract, I rented my apartment and had to move. If you have ever built you have been through this. It really isn't as bad as it sounds and the house is really lovelier than I had dreamed it could be. The next time you come to Springfield I shall have something to show you.

Miss Rogers, Miss Scheffler (who took your course last year) and I are planning to drive to Lexington. Presumably you will be there with a good delegation.

Sincerely,

MARGARET C. NORTON
Archivist

GENERAL SERVICES ADMINISTRATION

National Archives and Records Service
Washington 25, D. C.

March 7, 1952



Office of the
National Historical Publications
Commission

Miss Margaret C. Norton, Archivist
Archives Division, Illinois State Library
Springfield, Illinois

Dear Miss Norton:

The National Historical Publications Commission is assembling information for a directory or "handbook" of depositories of archives and manuscripts in the United States which it hopes to publish this year. As a first step, members of my staff have prepared, from readily available printed sources, a card list of depositories. A few college and university libraries that appear to be worth canvassing have been listed also, even though it is not definitely known that they have manuscript materials in custody.

We are not concerned with current records; and it is not planned to include organizations that have custody only of their own records, no matter how old they may be, except when separately organized archival units have been established to care for and provide reference service on the non-current records.

I am taking the liberty of sending you a copy of that part of our list that pertains to Illinois, with the hope that you or some member of your staff can examine it and let me know of any depositories that ought to be added or any names now on the list that ought to be removed from it. Any other corrections will be appreciated. A little later each custodian will be requested to provide information to be published in the proposed volume.

Your assistance in this matter will be greatly appreciated.

Sincerely yours,

Philip M. Hamer

Philip M. Hamer
Executive Director, National
Historical Publications Commission

Encl.

March 11, 1952

Dr. Phillip M. Hamer
Executive Director, National
Historical Publications Commission
National Archives and Records Service
Washington 25, D.C.

Dear Phil:

Your list of institutions believed to have archival and manuscript collections leaves me feeling quite inadequate. I have checked the names of those which I know personally have such collections. Many of the others I am quite sure do have collections, but I am not sure. I suggest that you send this list also to Dr. Harry E. Pratt, State Historian, who is head of the Illinois State Historical Library. He can give more positive information about the historical societies, some of which I suspect have only quite incidental libraries, much less real manuscript collections.

The Bahai Temple which I mention is, I think, the center of the Bahai cult in this country, and may have the papers of the American protagonist, Mrs. Anna Beason (?). I cannot at the moment think of any institutions not listed, aside from this one.

Sincerely,

MARGARET C. NORTON
Archivist

Hand

GENERAL SERVICES ADMINISTRATION

National Archives and Records Service
Washington 25, D. C.



March 14, 1952

Office of the
National Historical Publications
Commission

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Margaret:

Thank you very much for your prompt and helpful checking of our list of depositories of archives and manuscripts in Illinois. As suggested by you, I am sending a copy of the list to Dr. Harry E. Pratt. I will make inquiry regarding the Bahai Temple.

Sincerely yours,

Philip M. Hamer
Executive Director, National
Historical Publications Commission

December 5, 1952

Dr. Roscoe R. Hill
4500 47th St. N.W.
Washington, D.C.

Dear Dr. Hill:

Thank you for the copy of Latin-American Archivology, 1950-1951. This is a most useful publication, even though we are not now getting as many South American visitors as we used to have.

It was nice seeing you at Lexington. I had intended to attend the American Historical Association meeting this Christmas, but I was unable to get into the hotel, there will be a change of administration here right after the first of the year, so I decided to stay home.

Please extend greetings to Mrs. Hill.

Sincerely,

MARGARET C. NORTON
Archivist

*File in:
Nat. Archives
Chicago office*

Nat. Archives

June 3, 1952

Mr. T.P. Lee, Deputy Regional Director
Records Management
U.S. General Services Administration
Chicago, Illinois.

Dear Mr. Lee:

Dr. Wayne Grover informs us that the Chicago Records Management Center is now in operation. Naturally the Illinois State Library wishes to cooperate with the National Archives, especially in those fields where State and Federal governmental agencies overlap. As you may know, the Agricultural Statistics of the U.S. Agricultural Department collected through the State Department of Agriculture are regularly filed in the State Archives.

We believe that neither Mr. Clark nor you has visited our Illinois State Archives Building and we wish to extend a cordial invitation for both of you to come to Springfield in the near future. Please don't make this a hurried one day trip, either, for there is much to see here. We wish time to take you on a leisurely tour of the Lincoln shrines here and to New Salem State Park and the Lincoln Cottage. As Miss Norton and I are sometimes out of town on State business, we would appreciate it if you would let us know of your pending visit ahead of time so that we can both be here.

Sincerely,

Assistant State Librarian

6-11-52 10 11 12

File under
National Archives

GENERAL SERVICES ADMINISTRATION



Miss Norton

Miss Helene H. Rogers
Assistant State Librarian
Illinois State Library
Springfield, Illinois

Region 5
575 U. S. Courthouse
Chicago, 4, Illinois

June 9, 1952

In Reply Refer To: 5RM



Dear Miss Rogers:

We sincerely appreciate your gracious invitation to visit the State Archives in Springfield, and we want you to know that we will be most happy to accept in the very near future.

Both Mr. Clark and myself have some traveling dates scheduled for the immediate future, but when these are accomplished we will make plans to come to Springfield when it suits the convenience of you and Miss Norton.

Thank you again for your kindness.

Yours very truly,

Trusten P. Lee
Deputy Regional Director
Records Management Service

OTHER ARCHIVISTS AND LIBRARIANS, 1953

December 14, 1953

Mr. Paul S. Clutts
County Clerk of Alexander County
Cairo, Illinois.

Dear Mr. Clutts:

Believe it or not, I really did enjoy my day's play in your Court House attic. I am sorry that I could not have stayed long enough to have gone through all of your records. I feel, though, that you can carry on from where we left off without my assistance.

I have been thinking about some of the records. That pile of stub books in the second section where we put the records you were to ask permission to destroy should not be listed for destruction, because without them you would lose the record of what county orders had been issued. These should be retained so long as you retain the original county orders. If you wish to send the stub books and the county orders prior to 1870, we will take them.

I told you that the cartons on the same shelf with the county orders variously labelled "County Board Proceedings" and "County Records" should be preserved. If I understand what these are, they are petitions, reports and other documents filed with the county commissioners as a file explanatory to the proceedings. Such records are of very great value historically and I think should never be destroyed. However, since they are in your way and since we have transcripts of your County Commissioners' Proceedings, we will be very glad to take those for the period prior to 1870. I hope you will not have too great difficulty in listing the records we sorted out for possible destruction.

If we can be of any assistance to you or answer any questions which arise while you are sorting out the rest of the records, please call upon us. Let us know when you are ready to make the transfers and we will arrange for having the cartons brought up here.

Please remember me to your cordial staff.

Sincerely,

MARGARET C. NORTON
Archivist



GABINETE DO
PRESIDENTE
RUA FLORÊNCIO DE ABBEU, 157
9º ANDAR
SÃO PAULO - BRASIL

of.211/53

Congresso de História Comemorativo

== do ==

4.º Centenário da Fundação da Cidade de São Paulo

25-1-1554

25-1-1954

São Paulo, 10 de fevereiro de 1953

ARCHIVES DEPARTMENT ILLINOIS STATE LIBRARY.

ILLINOIS .

The " Instituto Histórico e Geográfico of São Paulo " will, under the auspices of the Commission of the Fourth Centenary Foundation of the City of São Paulo, hold a Historical Congress from the 5th to the 12th September 1954.

I would appreciate your co-operation in preparing this Congress by sending me articles of historical interest with particular reference to South America and the State of São Paulo in Brazil.

All the work for this Congress has to be completed by January 10th, 1954. It would be extremely helpful if all contributions were submitted in Portuguese or Spanish but this is not essential.

I feel sure you will give your help and co-operation in this matter.

Yours truly

/ Dr. Tito Livio Ferreira,
Secretary

March 21, 1953

Dr. Tito Livio Ferreira, Secretary
Congresso de Historia Comemorativo do
4.0 Centenario da Fundacao da Cidade
de Sao Paulo
Sao Paulo, Brasil.

Dear Dr. Ferreira:

Thank you for your cordial invitation to the Archives Department of the Illinois State Library to participate in the Historical Congress celebrating the fourth centenary foundation of the City of Sao Paulo in 1954. Unfortunately neither I nor any member of the Archives staff is enough of a student of South American history to be able to contribute articles of interest on that subject. We do appreciate your courtesy in writing to us and wish we could participate in this great celebration in some other way, though there seems at present to be no remote possibility of any of us being able to attend the Congress, much though we should like to do so.

Sincerely,

MARGARET C. NORTON
Archivist

August 31, 1953

Miss Nilza Soares
Bureau of the Budget
Room 412
Pennsylvania & 17th - 18 West
Washington, D.C.

Dear Miss Soares:

Enclosed is a copy of that section of our Illinois Archives Staff manual of which you requested a copy. Please excuse the typing - my stenographer is on vacation and I am not much of a typist myself.

When you were out at my home I forgot to give each of you a postcard showing a portion of my living room looking towards the lake. Will you please see that Mr. Soares and Mr. Sharify each has one of these?

We enjoyed your visit very much and were only too sorry that it was so hurried and our weather so hot. We hope you will come back this way again before too long. And may I add that I was very favorably impressed with your Mr. Santos and that I wish for both of you a long and happy life together.

Sincerely,

MARGARET C. NORTON
Archivist

October 8th, 1953

Dear Miss Norton:

In first place I want ask you many excuses for the delay of this letter.

I would like to thank you very much for your kindness of copying and sending me further information on the procedures and program of the Archives you manage.

I thank you too for the lovely picture of you home. I surely appreciated it very much; it is a nice souvenir of yours and of that agreeable reunion at an American home.

I met Mr. Sharif some day in Washington just by chance in the street. I gave him the picture as well as I gave to Waldemar too. Both of them liked it and thank you very much.

Now would be time to me to go home if I had not to stay here to organize the Library of the Brazilian Government Trade Bureau (551, 5th Avenue). I'm working there and I had a lot to do. I'm very glad with that chance to stay longer in the States.

Before come to New York I went to our Embassy in Washington and I asked them to send some publication on Brazil to Miss Rogers. I hope they have sent.

I will be very happy if you drop in or give me a ring any time you come to New York.

Waldemar's and my best regard to you.

Sincerely yours:

Wilya Teixeira Lima

December 18, 1953

Dr. Manoel Adolph Wanderley
National Library of Brazil
Rio de Janeiro, Brazil

Dear Dr. Wanderley:

This will introduce to you Mr. William Day, Staff Assistant to the Illinois Auditor of Public Accounts. Mr. Day was a career man in public administration prior to becoming an assistant to Auditor Hodge. He was a newspaper columnist and an assistant in the Illinois Legislative Council, the latter being a department which does research preliminary to proposed legislation. Mr. Day worked among other projects on recent study of needed re-organization in the State government of Illinois.

Mr. Day is also a Past President of the local chapter of the American Society of Public Administration.

I think you will find Mr. Day an interesting person and we appreciate any courtesy you may be able to extend to him.

We enjoyed your brief visit with us last summer and hope that you will return soon and plan for a longer stay in Springfield.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:loq



OFFICE OF THE

Secretary of State

STATE OF CALIFORNIA

SACRAMENTO 3

July 24, 1953

Miss Margaret C. Norton
State Archivist
Springfield
Illinois

My dear Miss Norton:

For consideration of the revision of our departmental forms it will be greatly appreciated if you will send us copies of all forms used in connection with (1) the Archives and (2) the Record Management work.

Very thankfully yours

J.N. Bowman, Historian
Central Record Depository
1108 R St.

July 28, 1953

Mr. J.M. Bowman, Historian
Central Record Depository
Office of the Secretary of State
Central Record Depository
1108 R Street
Sacramento 3, California.

Dear Mr. Bowman:

Enclosed are copies of forms used in the Archives Department of the Illinois State Library. In addition we use the standard voucher and receipt forms prescribed for all State departments.

We have an Archives Staff Manual, admittedly slightly out of date in spots, which you may borrow if you think it would be helpful. If you do wish to borrow it, please address Mrs. Clara Curran, Chief, Technical Services, Illinois State Library.

Sincerely,

MARGARET C. NORTON
Archivist

100-100000-100000
100-100000-100000
100-100000-100000

FRANK M. JORD.
SECRETARY OF STATE



OFFICE OF THE
Secretary of State

STATE OF CALIFORNIA
SACRAMENTO 3

August 21, 1953

Miss Margaret C. Norton
State Archivist
Springfield, Ills.

Dear Miss Norton:

For a contemplated visit of one of our Architects
to the Archives Building in the various states may I ask:

- Is the State Archives located in
1. A building built for the Archives?
Date erected
 2. A building reconstructed for the Archives
Date reconstructed
 3. Is there automatic humidity-temperature control
 - 4.a If the Archives is not in 1 or 2 above in what kind
of building is it located
 - b Is an Archives building contemplated?

Very thankfully yours

J. N. Bowman
J. N. Bowman
Historian, State Archives

August 25, 1953

Mr. J. N. Bowman
Historian, State Archives
Secretary of State's Office
Sacramento 3, California

Dear Mr. Bowman:

The Archives Division of the Illinois State Library is located in a building planned and built for the Archives. This building was occupied in March 1938.

There is automatic humidity but not temperature control in the archives vaults. Several years ago the Automobile Department occupied one floor of the departmental vaults and installed its own air conditioning equipment. Prior to that time the temperature in our vaults, which have no windows or other outside openings, seldom exceeded 75 degrees. Since the Automobile Department's air conditioning equipment has been in place, the circulation in our vaults has been unsatisfactory and during the recent heat wave there were days when we were unable to work in our vaults at all.

The Illinois Archives Building is the first unit of the Illinois State Library Building. Plans for this have been completed and approved but construction held up pending the erection of a new State Office Building provided for by the 1953 General Assembly. When this State Library Building is completed, expansion will be provided for archives vaults, three to four times the present capacity.

We will be glad to receive your architects when they visit us, and to give them any assistance we can. I shall be away from September 11 to October 4.

Sincerely,

MARGARET C. NORTON
Archivist

MGN/w1



OFFICE OF THE
Secretary of State

STATE OF CALIFORNIA
SACRAMENTO 14
October 7, 1953

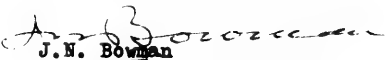
Margaret C. Norton
State Archivist
Springfield, Illinois

Dear Miss Norton:

For our problem of Record Management and State Archive please send me a copy of your present law governing (1) Record Management and (2) the State Archives.

Also will be appreciated your indication, on the enclosed sheet, of the custodianship of the records usually filed with the Secretary of State.

Very thankfully yours


J.N. Bowman
Historian, State Archives
1108 R St.

October 14, 1953

Mr. J.N. Bowman
Historian, State Archives
1108 R Street
Sacramento 14, California.

Dear Mr. Bowman:

Enclosed are copies of our present laws governing Records Management and the Illinois Archives.

Enclosed also is our reply to your questionnaire concerning Secretary of State records. In general, only current records are retained in the Secretary of State's office. Some current records such as election returns are sent to us immediately after the State Canvassing Board has met, deeds, abstracts, etc., as soon as received and registered by him, etc. The Secretary of State has several vaults in the Archives Building to which only his respective duly authorized clerks have access. These records are retained under departmental jurisdiction for varying lengths of time, accessions to the Archives generally depending upon need for additional space in the departmental vault rather than a systematic transfer.

Sincerely,

MARGARET C. NORTON
Archivist

1221 Newton Street, N.E.,
Washington 17, D.C.,
May 29, 1953.

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Illinois.

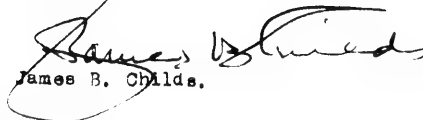
Dear Miss Norton:

In your letter of July 7, 1951, I note that it was the intention to reissue the Checklist of Illinois Documents, 1812-50. in a limited photostatic edition, and would wonder if this has been done.

The work was a real contribution, and will be appreciated by all who have to work in the field, and should also be a stimulus for people in other states to do likewise wherever possible. I have had occasion to mention it on more than one occasion to the chairman of the A.L.A. Public Documents Committee.

With all good wishes, I remain

Very faithfully


James B. Childs.

May 28, 1953

Mr. James B. Childs
1221 Newton St., N.E.
Washington 17, D. C.

Dear Mr. Childs:

Thank you for your continued interest in my Check list of Illinois Documents, 1812-50. The reason this has not been re-issued is that the Check list of Illinois imprints started by the late Douglas McMurtry is being completed through a project sponsored jointly by the Illinois State Library, Illinois State Historical Library and the Newberry Library of Chicago. A Major Allen of Chicago is doing the work. I do not know how soon or where this is to be published. My Check list will be incorporated in this in a probably somewhat different form.

Sincerely,

MARGARET G. NORTON
Archivist

MGN/w1

1221 Newton Street, N. E.,
Washington 17, D.C.,
August 15, 1953.

Miss Margaret C. Norton,
State Library,
Springfield, Illinois.

Dear Miss Norton:

In the New York Times of yesterday, I noticed mention of the death of Albert H. Allen at the Passavant Hospital in Chicago, and would wonder if there is any plan for the carrying on the work on the Illinois imprints. Your checklist would be very useful in separate form, and I fear that it may be a long time before the work on Illinois imprints appears.

With all good wishes, I remain

Very faithfully


James B. Childs.

August 28, 1953

Mr. James B. Childs
1221 Newton Street, N.E.
Washington 17, D. C.

Dear Mr. Childs:

Thank you for telling us about the death of Major Allen neither Miss Rogers, the Assistant State Librarian nor I have happened to hear about it. We have written to Mr. Stanley Pargellis of the Newberry Library of Chicago, who is at present the chief sponsor for our Illinois Imprint project, asking him about plans for completing it.

We appreciate your continued interest in my check list of Illinois Territorial and State Publications. If your own file is lacking some numbers of this, perhaps we can supply you with photostatic copies.

Sincerely,

MARGARET C. NORTON
Archivist

MCN/wl

21 August 1953.

Mr. Stanley Pargellis,
Librarian,
Newberry Library,
Chicago, Illinois.

My dear Mr. Pargellis:

In a letter to Miss Norton from James B. Childs, Washington, D.C., he mentioned having seen a notice of the death of Albert H. Allen, who was working on the Illinois Imprints. I was sorry to hear of that. I don't know whether it was in the Chicago papers or not but apparently I missed it.

Now what is the status of our Illinois
Imprint project?

cc: Miss Norton. ↙

Sincerely,

Helmer H. Rogers
Assistant State Librarian.



Division of State Archives

STATE OF COLORADO

STATE MUSEUM, DENVER 2, COLORADO

DOLORES C. RENZE, STATE ARCHIVIST
MARTIN A. WENGER, ASSISTANT ARCHIVIST

COMMITTEE ON ARCHIVES:
HENRY SWAN, CHAIRMAN
W. S. JACKSON
STEPHEN H. HART

May 26, 1953

Miss Margaret Norton
1105 S. Sunset Street
Springfield, Illinois

My dear Margaret:

Last year at the Annual Meeting Leon deValinger talked with me, and perhaps others, about giving some thought to developing standards which would bring Archivists into a more "professional" grouping.

I have given it quite a lot of thought and as a result wonder if something along the lines of certification such as is done for the accountancy profession might not work out through the Society of American Archivists. Without too much discussion of detail does this ring a bell? We should I think go slowly, be careful not to be too restrictive as to general membership in the Society, but at the same time offer some incentive to those who really wish to attain professional distinction as "Archivists" rather than "Assistant Librarians" or "Records Clerks".

What about having a division within the organization which might follow a pattern thus:

- (1) Certified Professional Archivists.
- (2) Registered Archivists.
- (3) Associate Member of Society of American Archivists.

The CPA standards could be established through an American Archives Institute (within the present society structure) and Certificates given those who are really professional archivists with jobs or positions dealing with that specialized field. The Registered category could be those coming up in the field - apprentices, so to speak. The Associate Members those on the fringe or merely allied areas. Membership fees could also vary somewhat.

The matter of education, experience, delineation of an "Archivists", could be a matter for the Institute to establish standards on, with some degree of realism. There are certainly a number of our members who would presently qualify. In the future, perhaps annual examinations could be given under the auspices of the "Institute."

As you can see, I'm writing only a half dozen persons (perhaps there are some others I should contact to get a more rounded representation of thought), but I will appreciate it if you will write and give me your thinking in the matter. Perhaps we can talk more about it at the fall meeting.

Cordially,



Dolores C. Renze
State Archivist

DCR/sv

P. S. This letter was also sent to the following:

Mr. Phillip Brooks
Leon deValinger
Morris Radoff
Lester Cappon
Doctor Ernst Posner
Dave Duniway

June 13, 1953

Mrs. Dolores C. Renze
State Archivist
State Museum
Denver 2, Colorado.

Dear Dolores:

Your letter should have been discussed with Miss Rogers before I should answer it, but she is busy getting off to A.L.A. and I have not had an opportunity to talk with her about it. Hence my reply concerning certification for archivists represents my personal reaction.

At present I do not think we have the proper basis for certification of archivists as professionals. There are too many people doing too many kinds of work labelled archives - historical library work, records management, government and private archives, manuscripts curators. Furthermore, there are various grades of archival establishments. The kind of a person who could handle the "Archives and Historical Department" in a small state might not qualify for a large state archives such as Illinois; and I am somewhat dubious about the highly specialized National Archives employee as the administrator for a state archives. When the National Archives was founded you will remember that no state archivists were brought in, on the theory that the National Archives would have problems too different from theirs to mean much. On this latter score, if they had listened to some of the warnings of state archivists rather than trying to organize along library lines they would have avoided some of their earlier headaches - however, that is water over the dam.

The only way we could establish an archival certification through the Society of American Archivists would be to blanket a lot of substandard persons who happen to be in archival positions under certificates, and that would not confer prestige on anyone. The Illinois Library Association, after failing to secure State legislation set up its own library certification board. The certifications issued that way have never had any prestige whatsoever. Archival agencies in government are somewhat like State libraries in that they vary so much that standards for administrators cannot be set up. The National Association of State Libraries has discussed this for years, but many of the state librarians are still political appointees. However, as a member who has watched this for many years, I can say that fewer and fewer of the state librarians are political hacks, and standards have risen, but not through certification.

It seems to me that the best way to raise and set up standards for archivists is through the civil service classification systems. Thus in Illinois we have the grades of Archivist, Archival Assistants I, II, III, and IV. Standards of education

and experience are set up for each grade, and no one can be up graded without taking the examination for the promotion to that grade. This gives incentive for achievement. If I were employing someone I would rather know that they hold an Archival Assistant III rating than an archival certificate issued by the Society of American Archivists which latter is in effect merely saying that they are members.

The librarians established a "library institute" some years ago for recognizing especial talent, but I believe that has become somewhat a closed membership affair.

The American Historical Association and other professional organizations do not try to establish the qualifications of their members professionally, and I feel strongly that the Society of American Archivists should not undertake anything of the sort.

Neither do I approve a differentiation of dues among members. A.L.A. does that - your membership fees are based on your salary. I held a low membership number and continued my membership as a matter of sentiment. When I had to pay \$15 a year dues based upon my salary, I withdrew, because I never again expect to be a librarian and can see no such value in the organization to me.

I'll be glad to hear what the others think about this program, but personally I think it impracticable. However, I do think it is something which should be discussed.

Sincerely,

MARGARET C. NORTON
Archivist



Division of State Archives

STATE OF COLORADO

STATE MUSEUM, DENVER 2, COLORADO

DOLORES C. RENZE, STATE ARCHIVIST
MARTIN A. WENGER, ASSISTANT ARCHIVIST

COMMITTEE ON ARCHIVES:
HENRY SWAN, CHAIRMAN
W. S. JACKSON
STEPHEN H. HART

June 17th, 1953

Margaret C. Norton
State Archivist
Springfield, Illinois

Dear Miss Norton:

Mrs Dolores Renze is now travelling in western Canada on her vacation and I shall direct her attention to your letter just as soon as she returns about the first of July. If I may be permitted to express my personal opinion, I think the observations made in your letter show very good judgment and are especially to be valued in light of your long experience in archives work. I know Mrs. Renze will value them highly.

I wish to take this opportunity to do something I very unwisely neglected to do earlier. I meant to write you to thank you for being so kind as to show my wife and I through your Archives Department when we stopped in Springfield January 7th, 1952. You were very nice to us and especially went out of your way in view of the fact that we arrived there unannounced and without appointment. I enjoyed the visit and appreciate your kindness and I want you to know that. I have thought of your fine department and splendid building many times since then.

I fully intended to write you at the time, but delayed until it appeared better to let it go. Now, however, the opportunity presents itself to thank you and I hasten to do so.

Sincerely,

Martin A. Wenger
Martin A. Wenger

July 13, 1953

Mrs. Dolores C. Renze
State Archivist
State Museum
Denver 2, Colorado

Dear Dolores:

When Miss Rogers returned I discussed our correspondence concerning the certification of Archivists with her. She agrees with me that raising our standards through Civil Service job schedules is more practicable at this time than an attempt to have the Society of American Archivists issue certificates. She thinks that is more helpful to Archivists at present to open our meetings to people who are not themselves Archivists but who have administrative or other interests in the Archival field.

She says that she knows that some members of the Society wonder why she attends all our meetings. As you know the Illinois Archives is an Administrative unit in the State Library. That is because Illinois Government has no small departments, but all governmental agencies are grouped under administrative heads. Since our constitution requires that the Archivist be under the Secretary of State, the State Library as his one professional department is the logical place for the Archives. Miss Rogers is not an Archivist and says she never intends to be one. She thinks it desirable, however, for the administrator to attend our conferences in order to understand questions which arise concerning archival institutions under them, to discuss our problems with Archivists from other states and to hear discussions by other archivists and to hear their problems. Inasmuch as Miss Rogers is the one who has to secure our budgets and act as the go-between with the Secretary of State and other officials, she feels that attendance at our meetings gives her a sympathetic understanding of our needs. She says that it is very helpful in justifying our program and particularly our expenditures, as she can cite the experience of other archival agencies. She says that the very fullest report by the Archivist about the meetings would not always supply her with the quick information she has to have, when these questions are raised by the Secretary of State or our Budget Commission.

Of course Miss Rogers in saying these things was not desiring to justify her attendance at the meetings. For the benefit of those who might favor closed meetings, she is merely stating the experience of one administrator, who does find our meetings helpful. She also cited in speaking to me though I must not mention names, where the failure of a State Librarian to be thoroughly familiar with the latest thinking on the part of other archivists, has proved a handicap in their own institution. Miss Rogers, as you know, is Secretary-Treasurer of the National Association of State Librarians. She is therefore in a position to know the inside story of some disappointments which archivists under state libraries have had. What she said about archivists under state libraries applies to archivists who are connected with institutions which are more or less independent agencies but which still have at least nominal connections with superior state officers.

The above is not exactly what Miss Rogers told me to say but her comments are so pertinent that I think they are worth giving in detail.

It occurs to me that it would be valuable to make a collection of statements as to standards which have already been set up in governmental archives, for instance the Civil Service requirements for each grade in the National Archives, in Illinois, and in such other states as have civil service status. So far as I can remember the last study of this sort was made by Professor Bemis about 15 years ago when he was Chairman of the Society's Committee on Archival Training. Such a study would be necessary preliminary to any proposed certification by the Society of American Archivists. I know, we here at Illinois would find such a compilation very useful.

Sincerely,

MARGARET C. NORTON
Archivist

MCM/w1

cc / *Becker*



Division of State Archives

STATE OF COLORADO

STATE MUSEUM, DENVER 2, COLORADO

DOLORES C. RENZE, STATE ARCHIVIST
MARTIN A. WENGER, ASSISTANT ARCHIVIST

COMMITTEE ON ARCHIVES:
HENRY SWAN, CHAIRMAN
W. S. JACKSON
STEPHEN H. HART

August 21, 1953

Miss Margaret Norton
1105 S. Sunset Street
Springfield, Illinois

My dear Margaret:

the It has been some little while since I wrote you concerning informal comments on professional status problems. You were kind enough to express yourself freely and interestingly and I've gathered together ~~your~~ letters in one folder and will bring them along to the Annual Meeting. Perhaps sometime during the session we can get together and give the matter a little more thought.

Have you, by the way, seen Mortimer Taube's article in August, 1953, issue of American Documentation "Implications of Professional Organization and Training." It certainly offers some comments appropriate to our discussion and if you have not already done so, you may like to read it.

Every single person responding felt that we should not be precipitous in action; that the matter had been explored at various times in the past with negative reaction; no one is of a mind to be too restrictive as to general membership but, by the same token, all were receptive to something which would offer opportunity for growth in professional stature and significance.

If you plan to be in Detroit Sunday evening September 13th, perhaps we can at that time settle on an hour during the session when we can all explore the matter further.

Sincerely,

Do
Dolores C. Renze
State Archivist

DCR/sv

I do appreciate all the comments you made and certainly feel that there is a great deal of merit to what you say. Thank you for taking the time to reply so comprehensively. We need your good advice.

September 30, 1953

Doctor Wayne Grover, President
Society of American Archivists
National Archives
Washington, D. C.

My dear Wayne:

Pursuant to your request that I forward to you the file material relating to informal and entirely unofficial research concerning the interest of at least some members of the Society, toward exploring the possibilities of establishing standards which could bring about professional status? recognition? incentive? security? for those seriously engaged in the archival occupations, and presumably affiliated with the Society of American Archivists. There certainly was and is no ulterior motive in the discussion. It seems to me that most actions in a democratic group originate through the interest and discussion generated by several or many with the opportunity always open to present for consideration, to the group at large, any pertinent topic.

Whether or not we are a "profession" may be debatable. But I've heard references in our Society meetings to the "archival profession". I think most of us seriously engaged in responsible archival work think of ourselves as professional. Certainly the Federal Civil Service and many of our State Civil Service groups have been rather specific in their standards for selection of "Archivists" in various gradations and to delineate between "professional status" and "sub-professional" designations. Perhaps a good starting place is among "State Archivists" through the Committee on State Archives. Surely, the Business Archivists, the University or College Archivist, and the Governmental Archivists, et al have some specific ideas as to standards for their particular categories. I believe Mr. Holmes made some pertinent comment in his paper on business archives given at our annual meeting. Dr. Sabbe also touched on the subject in his paper.

The matter of education, experience, delineation of "archivist" is a matter for exploration. I don't profess to know the answers, but if we as individuals, or the Society as a whole, take a cavalier attitude toward the question I think we will miss a major opportunity for growth in professional stature and significance.

I am attaching responses from a limited number of responsible members of the Society selected primarily from different categories i. e. Federal,

State, Business, University Archivists so as to get a cross section of opinion. It is admittedly weighted on the State Archivists side, and as you will observe represents opinions "for and again."

Every single person commenting felt that no precipitous action should be taken, that the matter should be studied out and reported on; many commented that the matter had been explored at various times in the past with negative reaction. However, all were willing to contribute comments, looked favorably in doing "something" and appeared to be open-minded, if somewhat pessimistic to possible results.

Again, let me say there is no ulterior motive, no back room politicking, no personal axes to grind - just a sincere 'interest' in what it takes to constitute an archivist, archive and/or archives - a series of questions frequently asked by the lay.

Sincerely,

Dolores G. Rence
State Archivist

DCR/cj

COMMENTS

1. "I did talk to a number of the members of the Society and asked President McCain to appoint a committee to study the problem but heard no more about it and accordingly thought the idea had been rejected.

From what I could learn in my introductory investigation it seemed to me that the method of Fellowships devised by the American Institute of Architects was on a sound professional basis and would probably be more applicable to our situation in the Society of American Archivists. Such a procedure would not have the disadvantages of associate members and we would retain the same membership categories we have at the present. The difference would be as you pointed out, that by meeting qualifications of education, experience and accomplishments a member of Society of American Archivists could upon nomination and examination of attainments be voted as a fellow of Society of American Archivists ... Meanwhile it has been made rather clear to me that few members of our Society are particularly interested in the professional status, possibly we have too many non-professionals."

2. "In the meanwhile, while I have had some sympathy for the idea in the past, I am doubtful whether there is any mechanism for establishing the hierarchy. In the other professions and trades where such distinctions are made, they are made on the basis first of quantitative and qualitative formal training - degrees and certificates which require a certain number of years of specialized study or an examination to prove competency.

We have nothing of this kind and perhaps it is healthy for a new profession to remain in a state of anarchy until its objectives are clearer defined than ours are now. However, I have an open mind on the subject."

3. "Thank you for your very interesting letter suggesting the possibility of giving some professional status to the professional members of the Society of American Archivists. Considering the number of persons engaged in archival occupations, I do not see how the Society could do more than to establish two classes of members, namely: Archivists and friends.

It might be possible to set up a few simple qualifications for an archivist member, which would be of some assistance in identifying individuals who have some professional status, but I cannot see an elaborate structure in a profession for which there are so few members. If and as American University develops more extensive training facilities we might in the long run require new members to be graduates of that institution before they could obtain professional status. On the other hand, I would not be willing to see everyone who now holds the title of Archivist blanketed into a professional membership, which we hope would raise the standard of the profession. Having seen the results of such blanketing under Civil Service systems I realize that a number of individuals would be so qualified who are not worth their salt. I do not think that such individuals should be protected for the benefit of others who have taken care to educate themselves as well as possible under present conditions for the responsibilities of their jobs."

COMMENTS (con't)

4. "It occurs to me that it would be valuable to make a collection of statements as to standards which have already been set up in governmental archives, for instance the Civil Service requirements for each grade in the National Archives, in Illinois, and in such other states as have civil service status. So far as I can remember the last study of this sort was made by Professor Bemis about 15 years ago when he was Chairman of the Society's Committee on Archival Training. Such a study would be a necessary preliminary to any proposed certification by the Society of American Archivists. I know, we here at Illinois would find such a compilation very useful."
5. "I simply haven't had time to write as I would like to on the subject -- it is important to all of us. For the time being I certainly would subscribe to the feelings of the others indicated in your letter."
6. "I would like to say now that the matter definitely deserves exploration. I am sympathetic with the idea that membership in the Society should include anyone sufficiently interested in the subject of archives to pay dues and want to keep informed on developments in the field, but I do feel also that one of the purposes of the Society is to exercise certain controls over the profession, strictly speaking. That, in fact, is usually one of the main purposes of all professional associations, that is, to establish standards in the field and to exercise some surveillance over those qualified to pass as members of a profession. Ultimately we will come to this, and we may as well start exploring the problem. Actually the need already exists. I have raised it in times past only to be voted down on the ground that the profession has not yet reached that degree of maturity, also on the ground that to set up barriers is un-American and smacks of European professional compartmentalism. In America it is the birthright of an intelligent American to be a jack-of-all-trades if he desires."
7. "I'm glad to give you what comments I have on your plan, and hope you'll regard them as constructive or at least well meant criticism. The idea of graded membership and a certification has come up at times ever since the Society was established, and I've always been opposed for two chief reasons. First, I don't see enough advantage to warrant the extensive administrative job that would be required. Second, I do not believe that the field is large enough and especially the standards of training and qualification well enough established to make the plan feasible."

The initial idea of some people in 1936 was to make the Society an "institute", with restricted membership. But there were clearly no standards then, and many thought, as I did, that it would be unfortunate to limit membership. We are in part and must be a promotional organization in the best sense. Your plan, I see, proves free, or rather unlimited membership in one class."

COMMENTS (con't)

8. "Your letter of June 8th, 1958 has just come to my attention. It has long been the desire of many in the Society of American Archivists to have a more "professional" rating for individuals within the profession.

Whether this certification could be worked out within the Society of American Archivists would have some thought. Certainly there is no better organization to sponsor such a move but it would take a great deal of thought and special conditions to work out the details. Something should be done and since our organization has been actively engaged in this work for a number of years, it is about time that some progress be made along this line.

I would suggest that we not use your first division, "Certified Professional Archivist", using "CPA" to signify this group, this is because CPA is associated with certified public accountants. I believe it would be much better to change it so the initials are not the same. I like the classifications of three fields as you suggested."

9. "I have been talking a great deal about ways and means of identifying the professional archivist. As you undoubtedly realize, this is a very knotty problem that ought to be approached with great caution, which, however, has to be solved some day somehow if we want to have the profession recognized. Your idea of bringing together a small group to mull it over is a good one."

10. "Undoubtedly the archival profession is sufficiently well established and recognized nationally to justify serious consideration of the problem of certification in order to strengthen the professional position of archivist. I think it might serve to draw a meaningful distinction between bonafide archivists and file clerks, especially in view of the expansion of the field of records management which, though related to archives, is concerned mostly with problems of current records and relatively little with the content of records in the sense in which the archivist is fundamentally concerned with this problem.

I am wondering whether you have in mind including curators of historical manuscripts in such a certification. I think it would be unfortunate to attempt to draw a sharp distinction between the allied fields of historical manuscripts and archives.

I doubt whether the two classes of certified professional archivists and registered archivists ought to be set up in relation to membership in the Society of American Archivists. As you know, from time to time some members of the Society have argued that membership ought to be restricted to professional archivists or at least to professional archivists and

COMMENTS (con't)

10. curators of historical manuscripts. I have always felt that membership
(con't) ought to be open to anyone who is sufficiently interested in archives
and manuscripts and in the work of archivists and curators to pay his
membership dues. The field of archives and manuscripts, like the general
field of history, has many related aspects of interest to people who are
only on the fringes of its professional aspects. If they see fit to
attend meetings they will doubtless gain something to their advantage and
their financial support of the Society is all to the good. Therefore, I
am wondering about the advisability of your third category of "Associate
Member of the Society". I should think that we might have the two classes
of archivists, the certified professional and the registered apprentice,
as suggested in your letter; but there would be only one class of regular
members as we have now, the only other classes being life members and
nonorary members.

Of course the proof of such a system of classification lies in the willing-
ness of the more important institutions to cooperate in actually giving
recognition to the proposed certification in the filling of positions.
As you suggest in your letter, the whole problem needs further clarifi-
cation through discussion. I think it would be fine to have a session on
the annual program devoted to it. I wonder whether it is too late to
include this subject in the annual meeting at Detroit. There will doubt-
less be a number of objections raised and I think it would be best for
the morale of the Society to have such a discussion as open and free-for-
all as possible. However, some of the fundamental ideas could be shaped
up more clearly in an informal conference, which certain people most
directly interested in the problem at this stage might attend."

October 14, 1953

Mrs. Dolores Renze
State Archivist of Colorado
State Museum Building
Denver, Colorado.

Dear Dolores:

Thank you for sending us a copy of your letter to Wayne Grover on the subject of classifications of memberships in the Society of American Archivists. Miss Rogers has also seen this letter, but I have not yet discussed it with her. Since I was quoted in the letter perhaps I should not add anything at this time. However, I feel that some of us who have been concerned with this subject rather let you down by not supporting your motion before the Annual Meeting. It was obvious that the time was inopportune then.

Naturally we are all interested in unholding such standards for archivists that we shall truly deserve the title of professionals. I was one of those who in the early days of the Society hoped to limit the membership to persons actively engaged in archival work. The support, financial and moral, which we have received from others, however, has changed my mind on this subject, and I now agree with those who feel anyone interested should be admitted to membership. Close connections with the work of the National Association of State Libraries, part of the time as an officer, has shown me how impossible it is for an organization made up in part as ours is and wholly as that is, of governmental officials, to impose professional standards on members. Attempts of the N.A.S.L. have merely alienated support of political appointees and haven't prevented improper appointments. However, constant talk about standards, without attempted to evaluate qualifications of members has brought a marked improvement in the quality of state librarians, and there are very few indeed who are not professional librarians.

Because the greatest danger from let-downs in standards is likely to affect governmental archivists, and since the National Archives has its own civil service qualifications, it would seem to me that a study of qualifications for archivists, not only of heads of archival agencies, but also of assistants, I propose that a subcommittee of the Committee on State Archives shall be created to study the various problems connected with standards for archival personnel. Some few states have already set up civil service requirements for the various grades. I think those should be collected and studied, together with suggestions from other state archivists for similar studies. I do not think we can set up one standard which will apply to all state archivists. The qualifications needed for the archivist of a small state like Delaware which has an exceptionally fine historical program would differ from those of a large state like Illinois where the State Historical Library and the Division of Parks and Memorials do much of the sort of work which Leon de Valinger is doing; again, states like Vir-

ginia which does nothing, I understand, in the field of Records Management, would be different from those of a state like Wyoming, for instance. Because of this diversity of work, not merely in the state archives, but in the whole field of archival agencies, I don't think we are ready to be dogmatic about standards.

I do believe, however, that it is time that we do some thinking along this line. If it we get further this year than to have each archivist set down in black and white the qualifications he thinks his successor should have, and what sort of assistants he would employ if he had a free hand, the study would be most helpful.

Please keep us informed of developments along this line.

Sincerely,

MARGARET C. NORTON
Archivist

cc/ Wayne Grover

11 Colorado Archivist

October 17, 1953

Mrs. Delores C. Ranze
State Archivist
Division of State Archives
State Museum
Denver 2, Colorado

Dear Delores:

Thank you for sending me the excerpts from the various letters you have received on the general subject of professional standards. I have also just received a copy of a letter to you from Margaret Norton on this subject.

I regret that I was not better informed on the matter when it came up at the business meeting. No one is more interested in raising the professional standards of archivists than I am, but I am very dubious of any scheme that would put the Society of American Archivists into the business of making certifications as to the qualifications of particular individuals.

In accordance with the wishes of the Council (with which I am in full accord), I am appointing a Committee on Professional Standards to be composed of all the living former Presidents of the Society. I have asked Solon Buck to serve as Chairman.

This should be a strong committee and its recommendations certainly will be given serious consideration by the Society. I hope you will write Dr. Buck direct and give him any further ideas or material you have on the subject.

Sincerely,

Wayne C. Grover, President
Society of American Archivists

E

cc: Solon Buck
Margaret Norton ✓
H. E. Edmunds

HARVARD STUDENT LEGISLATIVE RESEARCH BUREAU

23 Everett Street
Cambridge 38, Massachusetts

Telephone KIRKland 7-7600
Extensions 381-382

December 1, 1953

Dear Sir:

Because of the uncertainty of how to revitalize its archives, Massachusetts has been most reluctant to set aside funds to preserve its priceless historical documents. As a result the Legislative Research Bureau of Harvard has undertaken a project for a number of civic organizations dealing with the establishment of a new or remodeled home for the state archives.

In view of this tregic situation, we are sending this letter in order to discover just what has been done in preserving the famous papers of your state. The questions we have enclosed are the ones that seem to cause the most trouble for the state legislature. Your replies will be t treated with the utmost confidence and needless to say will be most gratefully received.

If you are able to allocate just a few moments of your time to answer all, or part of these questions, you may perhaps be instrumental in saving an invaluable store of American Historical Writings since all our efforts up to this time have met with feilure. Once again we thank you for your consideration.

Respectfully yours,

William D. Walsh

William D. Walsh

WDW:jw
Enc.

HARVARD STUDENT LEGISLATIVE RESEARCH BUREAU

23 Everett Street
Cambridge, 38, Mass.

1. What is the annual cost of maintenance?
2. Under what governmental authority do you act. Special bill, statute?
3. Who is in charge? Archivist? How many people are needed?
4. Do you operate under public funds or by private gifts?
5. Where is the collection housed?
6. How much space do you have?
7. Do you have an exhibition room?
8. Are the archives open to the general public or only to scholars or special groups?
9. About how large is your collection?
10. Do you photostat or in other ways copy all or only the most valuable documents?

1. What is the annual cost of maintenance?

Included in the budget for the Illinois State Library of which the Archives is a Section. No cost breakdown available.

2. Under what governmental authority do you act? Special bill, statute?

An Act to revise the law in relation to the state library and to repeal an Act herein named. A proved July 13, 1939. L 1939 p:697. Illinois Revised Statutes 1953 Chapter 128. Paragraph 12.5 (Purpose of the Library):

The Illinois State Library shall:

(b) Maintain a Division for acquiring and preserving of the archival material of the State, and offer facilities for the proper use of the said material.

Paragraphs 12.13-12.15 also relate to the Archives

3. Who is in charge? Archivist? How many people are needed?

The archivist, under the general supervision of the Secretary of State who is State Librarian, and the Assistant State Librarian.

10 people, exclusive of watchmen, janitors, elevator operators and other custodian staff of the State Archives Building.

4. Do you operate under public funds or by private gifts?

By biennial State appropriations to the Illinois State Library.

5. Where is the collection housed?

In the Illinois State Archives Building.

6. How much space do you have?

60,260 square feet vault space (7'6" ceilings in vaults), approximately 2800 square feet of office space exclusive of public corridors and utility rooms and building space presently occupied by another State department.

7. Do you have an exhibition room?

We have two - one on first floor, one on second floor

8. Are the Archives open to the general public or only to scholars or special groups?

All State records are open to public inspection except where otherwise restricted by law.

8. Are the Archives open to the general public or only to scholars or special groups?

All State records are open to public inspection except where otherwise restricted by law.

9. About how large is your collection?

Estimated at about 15,000,000 to 20,000,000 documents

10. Do you photostat or in other ways copy all or only the most valuable documents?

Only the most valuable.

Remarks:

The Archives Section of the Illinois State Library is the repository for all non-currant permanent records of all Departments of the Government of the State of Illinois, also for other permanent records transferred to the Archives for purposes of security.

The vaults for semi-current permanent records, to which only the respective Departments have access, are in the Departmental Section of the Building. These vaults, comprising 17 of the 32 vaults in the building, are included in the figures for the capacity of the building, but not in the figures for the Archives collection.

66 to 85% of our reference service calls are for State business.

MARGARET C. NORTON
Archivist

ILLINOIS STATE LIBRARY
SPRINGFIELD

CHARLES F. CARPENTIER
SECRETARY OF STATE AND STATE LIBRARIAN

HELENE H. ROGERS
ASSISTANT STATE LIBRARIAN

1. What is the annual cost of maintenance?

Included in the budget for the Illinois State Library of which the Archives is a Section. No cost breakdown available.

Under what governmental authority do you act? Special bill, statute?

legislative authority. statute Sec. 1
~~An Act to revise the law in relation to the State Library and to repeal an Act heretofore enacted, approved May 19, 1930, Chapter 19697. Illinois Revised Statutes 1953 Chapter 128. Paragraph 12.5 (Purpose of the Library) which reads:~~

"The Illinois State Library shall:

(b) Maintain a Division for acquiring and preserving of the archival material of the State, and offer facilities for the proper use of the said material."

~~Paragraphs 12.13-12.15 also relate to the Archives~~

3. Who is in charge? Archivist? How many people are needed?

The archivist, under the *direction* ~~general supervision~~ of the Secretary of State who is State Librarian, and the Assistant State Librarian.

general supervision of the
10 people, exclusive of watchmen, janitors, elevator operators and other custodian staff of the State Archives Building, and, as the *Archives is a section of the Illinois State Library, all administrative activities*

4. Do you operate under public funds or by private gifts?

By biennial State appropriation to the Illinois State Library. *Such as personnel budget*

5. Where is the collection housed?

In the ~~Illinois State Archives Building~~ *part of the incomplete*

6. How much space do you have?

60,260 square feet vault space (7'6" ceilings in vaults), approximately 2800 square feet of office space exclusive of public corridors and utility rooms and building space *temporarily* occupied by another State department. *are centralized*

7. Do you have an exhibition room?

We have two - one on first floor, one on second floor

8. Are the Archives open to the general public or only to scholars or special groups?

All State records are open to public inspection except where otherwise restricted by law.

9. About how large is your collection?

Estimated at about 15,000,000 to 20,000,000 documents.

10. Do you photostat or in other ways copy all or only the most valuable documents?

Only the most valuable.

Remarks:

The Archives Section of the Illinois State Library is the repository for all non-current permanent records of all Departments of the Government of the State of Illinois, also for other permanent records transferred to the Archives for purposes of security. ~~Departmental~~ Vaults for semi-current permanent records, to which only the respective Departments have access, are included in the square footage estimate for vaults. These comprise 17 of the 32 vaults in the building. 66 to 85 % of our reference service calls are for State business.

The

in the Department & / Section
are

December 16, 1953

Harvard Student Legislative
Research Bureau
23 Everett Street
Cambridge, 38, Massachusetts.

1. What is the annual cost of maintenance?
Included in the budget for the Illinois State Library of which the Archives is a section. No cost breakdown available except for salaries of specialized archival staff
2. Under what governmental authority do you act?
Legislative authority. Statute (see State Library Act, Illinois Revised Statutes 1953 Chapter 12^o, Paragraph 12.5 (Purpose of the Library) which reads:

"The Illinois State Library shall:

(b) Maintain a Division for acquiring and preserving of the archival material of the State, and offer facilities for the proper use of the said material."

3. who is in charge:

The Archivist, under the direction of the Secretary of State who is State Librarian and the general supervision of the Assistant State Librarian.

How many people are needed?

11 people, exclusive of watchmen, janitors, elevator operators, and other custodial staff of the State Archives Building; and, as the Archives is a section of the Illinois State Library, all administrative activities such as personnel, budget, acquisition, are centralized. No breakdown of finances and personnel can be clearly presented. (See attached chart)

4. Do you operate under public funds or by private gifts?
By biennial State appropriation to the Illinois State Library.
5. Where is the collection housed?
In the State Archives Building which is the first unit of the incomplete State Library Building (This is the only unit built)
6. How much space do you have?
60,260 square feet vault space (7'6" ceilings in vaults), giving effective filing capacity of 6,600 legal files, 6 drawers each (our unit of measurement, though of course we use a variety of equipment). Film Vault 104 sq. ft. Approximately 2800 sq. ft. of office space exclusive of public corridors, utility rooms and building space temporarily occupied by another State department.
7. Do you have an exhibit room?
We have two - one on first floor, one on second floor

THE HISPANIC AMERICAN HISTORICAL REVIEW

(A publication of the Duke University Press)

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November 17, 1953

Miss Marynet Horton
Illinois State Library
Springfield

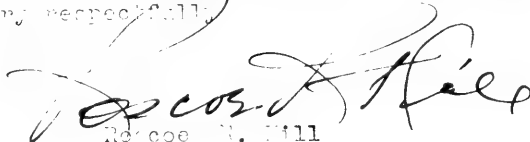
Dear Miss Horton:

I am delighted to know that I recommended to Mr Luis Marchant, here, and to the State Department, that his making a visit to the Illinois State Archives was a must in his program of studies here. He reports that enthusiastically on his visit there and seemed to feel that it was a high point in his investigations. So it is that I am glad to take this occasion to thank you for the way that you have helped him, and to whom I had made the suggestion for the visit.

Now come to my request. Mr. Marchant writes that you had kind enough to give him several very valuable documents which he took back with him. On his return he discovers that he very much desires to keep these for his personal collection. But in addition he thinks that it would be an excellent idea to have a similar set in the library of the Archive. I am wondering if you could find it convenient to send him a duplicate set of whatever you gave to him. I cannot list the items as I do not know what was included. So it is that I leave the matter in your hands and will be grateful for your action in the matter.

Mrs. Hill is in very poor health and to see me this year she needs at present to be elsewhere in the country. So we are hoping she will improve so she can return home.

Thank you very much for the copy of the Review. In writing you in advance I am very respectfully,


Roscoe R. Hill

November 28, 1953

Dr. Roscoe H. Hill
4550 47th St. N.W.
Washington, D.C.

Dear Dr. Hill:

Mr. Merchan got more out of his visit to the Illinois Archives than most South Americans who come, because he, out of them all, was confronted with specific problems for which he was seeking a solution. He wasn't thinking in terms of "It would be nice to do this or to have this, if - " but rather, "Is this the sort of equipment we should use; how are we going to deal with this mass of unorganized material which will be dumped on us all at once." He said I was the only person he met here who had started from scratch and could warn him of some of the pitfalls. At any rate, I almost talked his arm off. It is good to know that he appreciated it.

We had six foreign guests the month he was here and I am not too sure just what material I gave him. I am under the impression that it was a set of our forms. Since these would have to go first class mail, we wonder if arrangements could be made to send this material to him through the diplomatic pouch from Washington? Please tell him that we will be glad to supply anything omitted from this compilation.

We are indeed sorry to hear of Mrs. Hill's continued ill health. It is distressing to hear that she has had to go to a nursing home, but that is the only practical solution. Even if she were able to secure a competent nurse and housekeeper, when a woman is home the cares of a household simply overwhelm her. I know from experience - several times doctors have insisted on sending me home from the hospital before I was ready to have those cares and in each case it retarded my recovery. There may be no place like home, but not when you are really too ill to be bothered by things. And you do have a large house. Please give Mrs. Hill my best regards and express my hope that she can be home with you soon.

Sincerely,

MARGARET C. NORTON
Archivist

ILLINOIS STATE NORMAL UNIVERSITY
NORMAL, ILLINOIS

November 17, 1953

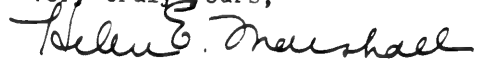
Miss Margaret C. Norton
Archivist, Illinois ~~State~~ Library
Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of November 4 with references
to Illinois State Normal University, which are available
in the archives.

I plan to visit the library soon.

Very truly yours,

A handwritten signature in cursive script, reading "Helen E. Marshall". The signature is written in dark ink and is positioned below the typed name.

Helen E. Marshall

HEM:mlg

Chicago, Ill
April 25, 1952

Dear Miss Norton,

This is just to thank you for your great kindness to me on the occasion of my visit to your institution on Thursday April 23. It was a pleasure and a privilege for me to have made your acquaintance and to ^{have} seen the great and good work you have achieved.

I forgot to leave my address with you. It is c/o Miss Dorothy Robinson, Education Exchange Service, Department of State, Washington 25, D.C. You may send to this address, if published in your local paper, the photograph of The Secretary of State receiving me on my arrival.

Thanking you again for your kindness,

Yours Sincerely,

P. M. Joshi,

Index

May 7, 1953

Dr. P. M. Joshi
X Miss Dorothy Robinson
Education Exchange Service
Department of State
Washington 25, D. C.

Dear Dr. Joshi:

Only one of our newspapers published your picture, a clipping and copy of the picture was sent to you care of Miss Robinson. We did not get them in time to send them to your Chicago address.

Your visit to Springfield was a great delight to me but we are sorry so few of the staff was here to meet you while you were in the building. Miss Helene Rogers, Assistant State Librarian, who was out of town the day you came was especially sorry not to have seen you. She joins me in inviting you to visit us again as soon as possible.

Please give my best regards to Mrs. Joshi and tell her that you promised that she will be my house guest when she comes to Springfield next year.

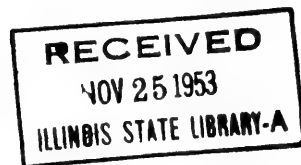
Sincerely,

MARGARET G. NORTON
Archivist

MGN/wi

LORETTO HOSPITAL
645 South Central Avenue
Chicago 44, Illinois

November 24, 1953



Hon. Charles F. Carpentier
Secretary of State
Springfield, Illinois

Dear Sir,

Kindly be advised that we are now in the process of setting up a schedule on retention of records and destruction thereof. It would therefore, be greatly appreciated if you would forward to the undersigned any literature on the requirements as set up by your office for the retention of records.

Thank you very kindly for any consideration given our request.

Very truly yours,
LORETTO HOSPITAL

Sister M. Dorothea
Sister M. Dorothea, S.S.C.

SMD:eds

November 28, 1953

Sister M. Dorothea, S.S.C.
Loretto Hospital
645 South Central Avenue
Chicago 44, Illinois.

Dear Sister Dorothea:

Your letter concerning the disposal of records, addressed to the Secretary of State, has been referred to me as archivist and chairman of the State Records Commission.

There is no law giving jurisdiction to the State over the disposal of the records of a private hospital. We are not at the moment able to refer you to an article about disposal of hospital records. Perhaps the State Department of Public Health can give you some assistance along this line.

Under separate cover we are sending you copies of two publications which may be suggestive to you - the Rules and Regulations of the State Records Commission, and Disposition of Illinois Records. This latter publication is completely out of date so far as laws governing Illinois records are concerned, also with respect to procedure within the Archives Division of the State Library. It does lay down basic principles governing disposal of records, and although designed for governmental archives, the same considerations should guide you.

We are sorry that we cannot be of greater assistance to you at this time.

Sincerely,

MARGARET C. NORTON
Archivist

LOUISIANA STATE UNIVERSITY
AND
AGRICULTURAL AND MECHANICAL COLLEGE
UNIVERSITY STATION
BATON ROUGE, LOUISIANA

DEPARTMENT OF ARCHIVES

September 25, 1953

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

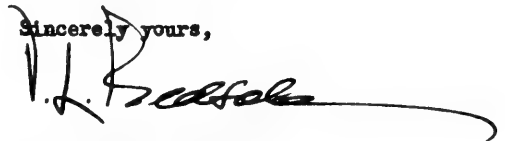
I wish to thank you and Miss Helene H. Rogers for your hospitality and assistance which made my visit to the Illinois State Library last week a highlight of my trip to the annual meeting of the Society of American Archivists.

It was a great pleasure to meet you and Miss Rogers and other members of the Library staff. I hope to have the pleasure of visiting the Library again on a future trip to the Springfield area.

The information I received on archival buildings, equipment and related matters will be of invaluable assistance to us at Louisiana State University in planning quarters for our Department of Archives and Manuscripts in the proposed new library building.

With best wishes and kindest regards, I remain

Sincerely yours,

A handwritten signature in dark ink, appearing to read "V. L. Bedsols", with a long, sweeping horizontal line extending to the right.

V. L. Bedsols, Head
Department of Archives

VLB:ms

March 2, 1953

Mr. Robert W. Lovett
Harvard University
Boston 63, Mass.

Dear Mr. Lovett:

Some time ago you sent me a copy of your latest article on the Beverly Cotton Manufactory. I have not yet found time to read this but know I shall enjoy it as I do all your writings. I am also interested in Lucille Kanes article in the same periodical. I marvel at your ability to turn out so many articles on top of your full schedules at the library. I know your Dorothy does not have time to get tired of her husband. I attended the December meeting of the American Historical Association at Washington. It was very interesting and am sorry that you had to miss it.

Sincerely,

MARGARET C. NORTON
Archivist

MCN/w1



The Commonwealth of Massachusetts
Office of the Secretary
State House, Boston 33

Edward J. Cronin

Secretary of the Commonwealth

December
seventh
1953

Dear Secretary:

Ever since assuming office in 1949 I have been engaged in an effort to improve the facilities of the Archives of Massachusetts, a division of my Department.

The situation here has been described as "deplorable" and the adjective, unhappily, applies.

I have filed a bill for consideration by the 1954 Massachusetts Legislature calling for the appointment of a Special Commission to study the situation and obtain necessary improvements. Our ultimate aim is a new building designed to properly store the records and make some of them available for public display.

With that end in view, I would appreciate it if you would have the enclosed form filled in and returned to me in order that I may be able to furnish the next session of the Legislature with data concerning archival storage facilities in the other states of the Union.

With kind personal regards and best wishes, I am

Sincerely yours,

A large, stylized handwritten signature of Edward J. Cronin.

EDWARD J. CRONIN
Secretary of the Commonwealth

Enc.

DATA RELATING TO STATE ARCHIVES

STATE OF IllinoisINFORMATION SUBMITTED BY Margaret C. NortonArchivist

1. Is the Archives an independent agency? No
2. Is the Archives a division in a larger department? Yes
What department Illinois State Library
3. Has the state a modern records management program? Yes
4. Are the Archives housed in a specially designed building or in a building with other departments?
Building with other departments _____ Specially designed building X
Which is the first unit of the Illinois State Library Building _____
Building
5. When was the building housing the Archives erected? 1938
 - a. What was the cost of the building? \$820,000
 - b. What is the area covered by the building? 10,184 sq. ft.
 - c. How many floors in the building? 12 stack levels
 - d. What is the approximate storage capacity of the building in cubic feet?
100,000 cu. ft. effective storage. Based on capacity of 6600 legal files, 6 drawers each. Film Vault 104 sq.ft. Building Storage, Storage closets for supplies, Offices & workrooms not counted
6. Has the Archives
 - A Fire-Proof Vault Yes
 - A Bomb-Proof Vault? No
 - A Museum or other space devoted to the display of documents? Yes
 - A complete Air-Conditioning System? No
Humidity control in Vaults but not temperature control
 - A Complete Fire-Alarm System? Yes, in vaults; manual alarm elsewhere
 - A Laminating Machine? No
 - Fumigating Equipment? Yes

(When completed, kindly return to EDWARD J. CRONIN
Secretary of the Commonwealth, 340 State House
Boston 33, Mass.)

COSSITT LIBRARY

MEMPHIS 3, TENN.
March 23, 1953

JESSE CUNNINGHAM
LIBRARIAN

Miss Margaret Norton
Illinois State Library
Centennial Building
Springfield, Illinois

Dear Miss Norton

We should like to know something about the way in which you store manuscripts. We are familiar with the binding of manuscripts into volumes, and the uniform boxes for letter-size and legal-size papers, but what about the large document. For instance, we have a series of telegraph office reports of the 1860's made on forms 17 inches high and 22 inches wide. Do you use a convenient container for sheets of this size? Never having had a collection of manuscripts until recently, we find problems that are puzzling.

If you know of a company which can furnish inexpensive boxes for the filing of manuscripts of letter-size and legal-size we shall appreciate it if you will send us the name and address.

Thank you very much.

Very truly yours



C. Moffett Moore
Head of Reference Department

March 26, 1953

Mr. C. Moffatt Moore
Head of Reference Department
Cossitt Library
Memphis 3, Tennessee.

Dear Mr. Moore:

The Archives Department of the Illinois State Library confines its collecting activities to official governmental records and for these we find the commercial type steel filing cabinet the most economical of space and the easiest to care for from the housekeeping angle. Most of our records fit into the standard size correspondence or legal size drawers. The relatively few outsize documents are usually maps or plates and these we keep in steel map files. Small collections of papers or fragile manuscripts most manuscript curators keep in boxes. In other words, we do not have enough of the problem here to be able to make recommendations.

The Virginia State Library and the Maryland Hall of records both use boxes and we suggest that you turn to them for advice in your own problem. Dr. William J. Van Schreeven, Archivist, is the man to contact in Richmond, and Dr. Morris Radoff, Archivist, at Annapolis.

We are sorry that we do not feel competent to give you a satisfactory answer to your question, but are pleased that you thought of us.

Sincerely,

MARGARET C. NORTON
Archivist

September 10, 1953

Mr. James Mowbray
Buda, Illinois

Dear Mr. Mowbray:

I was very sorry not to have been able to tell you
goodby in person. We enjoyed having you with us this past
summer and are pleased with your work. I have recommended
to Miss Rogers that you be reemployed next summer but of
course neither of us may be in a position to insist upon it.
I am not much worried on that score, however.

We all hope that you will enjoy your school year at
Toronto. I have visited Toronto several times and like the
city very much. My Canadian friends say I like it because
it is "just another Chicago". However, there is a charming
English University atmosphere out at the University and you
will enjoy the experience. I am disappointed that the
weather, vacations, etc., prevented having a staff picnic
so that we could have become better acquainted with you.
Let us hope for better luck next year.

Sincerely,

MARGARET C. NORTON
Archivist

MCN/w1

January 16, 1953

Dr. Arthur Kimberly
Photographic Reproduction Dept.
National Archives
Washington 25, D. C.

Dear Dr. Kimberly:

We are looking for a 35 millimetre film splicer with a viewer attachment. The film splicer we have, is not working satisfactorily in editing films. Can you recommend a splicer to us?

Sincerely,

MARGARET C. NORTON
Archivist

MCM/wi

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington 25, D. C.

January 26, 1953

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Arthur Kimberly is now in military service and your letter of January 16, addressed to him, with reference to a 35mm splicer with a viewer attachment, has been referred to me for attention.

The Chief of the Photoscience Laboratory Section of this Branch states that, to the best of his knowledge, there is no 35mm splicer made with a viewing attachment.

The Griswold Model R2, 35mm splicer or the Presto-Weld splicer may be used in conjunction with these viewing machines. The Griswold splicer requires a liquid film cement to effect a splice, while the Presto-Weld is an electronic device employing heat to melt the film bases into a splice. The Griswold splicer is manufactured by the Griswold Products Company, Port Jefferson, New York. The manufacturer of the Presto-Weld splicer is the Presto-Seal Manufacturing Corporation, 38-01 Queens Boulevard, Long Island, New York.

I trust that the above information will prove to be of value to you.

Very truly yours,

MARCUS W. PRICE, Chief Archivist
Audio-Visual Records Branch

February 5, 1953

Memorandum to: Miss Rogers

Subject: Photographic Equipment.

1. Positive Photostat Paper

Last week I wrote you a memo concerning a new Photostatic paper which would make direct positive prints. I enclose an announcement of Grade Positive R paper. As I understand it, this can be used in our present Photostatic machine except that the lights would have to be changed. The new lights can also be used with the present paper. We cannot get reproductions of half tone prints from the regular negative paper but evidently can with this. This would seem quite adaptable to the work of reproducing periodical articles for Mail Reference and for the Archives' frequent exhibits for which in the past we have often had to use other photographic processes.

2. Mr. La Hart says that our present obsolete splicer cannot be used for making splices within a reel. (See my comments in my Narrative Report for January). At his suggestion I wrote to the National Archives for a recommendation as to the best equipment. Mr. Price of the Audio-Visual Records Branch replied as follows:

The Chief of the Photoscience Laboratory Section of this Branch states that, to the best of his knowledge, there is no 35mm splicer made with a viewing attachment.

The Griswold Model R2, 35 mm splicer or the Presto-Weld splicer may be used in conjunction with these viewing machines. The Griswold splicer requires a liquid film cement to effect a splice, while the Presto-Weld is an electronic device employing heat to melt the film bases into a splice. The Griswold splicer is manufactured by the Griswold Products Company, Port Jefferson, New York. The manufacturer of the Presto-Weld splicer is the Presto-Seal Manufacturing Corporation, 32-01 Queens Boulevard, Long Island, New York.

Archivist

NATIONAL ASSOCIATION OF STATE LIBRARIES

FOUNDED 1889

May 1, 1953

Miss Margaret C. Norton
Chairman, Resolutions Committee
National Association of State Libraries
Illinois State Library
Springfield, Illinois

My dear Miss Norton:

In order to facilitate the making up of the agenda for the business meeting of NASL, which will be held on Saturday, June 20, at 9:30 a.m., I have been instructed to request the chairman of each Standing Committee for a report of the Committee's activities for this year.

Would you please send this report to me, in care of the Illinois State Library, by June 1, 1953.

Sincerely


Secretary-Treasurer

HHR:mm

May 21, 1953

Miss Helene H. Rogers, Secretary
National Association of State Libraries
Illinois State Library
Springfield, Illinois.

Dear Miss Rogers:

Your Committee on Resolutions is happy to report that there have been no deaths among members in the National Association of State Libraries during the past year. So far as we can ascertain, no other matters have come up which would seem to require action in the form of Resolutions. Since your chairman on Resolutions will not be in attendance at the annual meeting next month, we suggest that the usual resolutions thanking local committees be drafted by someone in attendance appointed by the chair.

Respectfully submitted,

Margaret C. Norton
Chairman

NATIONAL ASSOCIATION OF STATE LIBRARIES

FOUNDED 1889

Jefferson City, Missouri

May 21, 1953

Miss Margaret C. Norton
State Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

You are aware that the National Association of State Libraries will hold its Annual Convention, June 19-20, at the Hotel Biltmore, in Los Angeles.

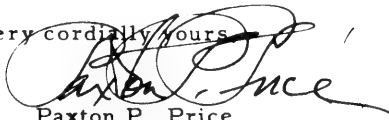
The Program Committee of the Association has as its objective this year for the Annual Convention the construction of a program that will be of interest to all members of the Association and their representatives of all five functions of state libraries.

The first session of the Association on Friday, June 19, from ten to twelve-thirty, has been given over to papers and discussion by all in attendance of the general subject: Discussion of new developments in State Libraries. This includes law, historical, legislative, general service, extension service and archives. It is our intention that each of these functions be covered separately by some member in a fifteen-minute talk or paper, to be followed by discussion from the floor. The purpose is to bring all state librarians up to date in all of these fields.

Since you are planning to attend, will you please accept the assignment as outlined above to cover the subject of State Library Archives. You may wish to send a letter to all state libraries soliciting any news or ideas or evidences of growing trends or developments in this particular field.

I trust that you will help us to make this coming convention an outstanding one as far as value is concerned to all who will be in attendance. Therefore, please give me an immediate reply and acceptance. I will be glad to answer any additional questions.

Very cordially yours,



Paxton P. Price
1st Vice President and
Program Chairman

PPP:h

May 25, 1953

Mr. Paxton P. Price
Program Chairman
Nat. Asso. of State Libraries
Jefferson City, Missouri

Dear Mr. Price:

Miss Rogers expects to attend the meeting of the National Association of State Libraries at Los Angeles, but I am representing the Illinois State Library at the dedication of the Tennessee State Library and Archives Building that week instead, therefore I must refuse your assignment to cover the discussion of new developments of State Archives. At any rate it would be difficult to collect data in the short time between now and the time the Convention convenes.

The report for the Illinois State Archives is incorporate in the report for the Illinois State Library. Probably other State Archives which will be reporting, will also report in the same medium. I am sorry to have to disappoint you but think it best that you get some one else to make this report.

Sincerely,

MARGARET G. NORTON
Archivist

MON/wl

NATIONAL ASSOCIATION OF STATE LIBRARIES
FOUNDED 1889

Jefferson City, Missouri
May 26, 1953

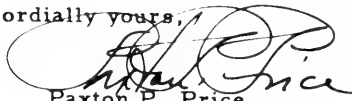
Miss Margaret C. Norton
Chairman
Resolutions Committee
Illinois State Library
Springfield, Illinois

Dear Committee Member:

The annual business meeting of the National Association of State Libraries will be held at 10:00 a. m. , June 20, Hotel Biltmore, Los Angeles. At that time, will you please be prepared to make a short verbal report on your committee's work during the past year. This report can be the same as written for the Secretary-Treasurer and to be printed in the next issue of the Proceedings.

Thank you.

Cordially yours,

A handwritten signature in dark ink, appearing to read "Paxton P. Price", written over the typed name.

Paxton P. Price
1st Vice President and
Program Chairman

PPP:h

November 4, 1953

Dr. Christopher Crittenden, Director
North Carolina Department of Archives
and History
Raleigh, North Carolina.

Dear Chris:

Thanks for the copy of your paper on "Let's Look at Manuscripts". I think it is an excellent speech at the grass roots level and I like its simple, practical approach.

Wayne writes me that he has thrown Mrs. Renze's proposal for a study of standards for archives into the laps of a committee comprised of the past presidents, under Solon as chairman. I much fear that the proposal will land in the ash can as have earlier proposals to classify membership in the Society. I don't think we can set up any effective method of saying who is and who isn't a professional archivist, especially in view of the diversity of work various institutions are doing. Certainly there should be different standards, not necessarily either higher or lower, for the work which you do than for what I do, for instance - your institution combining work done here in Illinois by the archives, historical library and Division of parks and memorials, we dealing only with official records. Certainly we could not exact the same standards for a little state like Wyoming or Nevada. But I am not concerned only with the head archivist - I want standards for assistants too. Leon seems much exercised over the question, being worried, I believe, about political appointments.

Some of us, Illinois and Colorado, possibly other states, have had job studies made in connection with the civil service salary standardization program. I'd like to see collected by our committee any studies of that sort which have been made, also would like to ask the various state archivists to propose standards for their own states. In that way we would have something tangible to present at the next meeting: archival agencies doing such and such work should require such and such backgrounds for archivist and assistants. I am a bit vague, I know, but I think we should start somewhere. I am inclined to think that it is governmental archives where there is most likely to be a let down on standards. Maybe you know what is back of Leon's concern at present.

Sincerely,

MARGARET C. NORTON
Archivist

State of North Carolina
Department of Archives and History
Raleigh

November 10, 1953

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you for your letter. I really don't know too much about the background of Doloris Renze's proposal or why Leon is so much interested in the matter. In other words, I need a good deal of information before I can form an opinion that will be worth anything. So I guess I had just better wait for Dr. Buck to take the initiative.

Of course I will be glad to do what I can to help.

Yours cordially,

Cc.

Christopher Crittenden
Director

CC/m



THE UNIVERSITY OF NORTH CAROLINA

CHAPEL HILL

University Library
Room 333

Dr. Margaret C. Norton
Archivist of the State of Illinois
Springfield, Illinois

Dear Dr. Norton:

In preparing a paper for a symposium on various aspects of resources for research and their use, I find it desirable to secure information concerning the conditions under which scholars can make use of manuscript and archival materials. I have the Report of the Ad Hoc Committee of the American Historical Association in 1948 on the subject, but I should like information as to current practice and particularly concerning improvement in conditions of service due to better trained personnel, better organization and arrangement, more adequate guides and indexes, more adequate facilities, and in general, longer hours and less stringent restrictions.

I shall greatly appreciate it if you will give me specific information bearing on the following questions:

1. Do you follow in the main the procedures for the use of manuscripts and archival materials set up by the Ad Hoc Committee of the American Historical Association in 1948 (American Archivist 14:229-40) concerning the use of manuscripts? If you depart considerably from those procedures, will you indicate the nature of important differences?
2. Do you have facilities for microfilming and photostating; and if so, do you microfilm upon request or reproduce in any other form complete collections of manuscripts or archival materials relating to individuals, offices, industries, etc.?
3. Are scholars who reside in your State given priority over scholars from other states in the use of materials?
4. In your opinion, have regulations for use of materials become more liberal since 1925 than they were from 1900 to 1925? If they have, please comment on the nature of the changes. Please note also in what particulars materials have become more accessible and available, through organization, preparation of guides, etc., and space and equipment for easy access.

Dr. Margaret C. Norton - 2

If you have printed or mimeographed copies of your regulations covering hours of opening, conditions of use, copyright, charges for reproduction, etc., I shall be most grateful if you will send me a copy.

Sincerely,

Louis R. Wilson

June 10, 1953

Louis R. Wilson

Greetings after the long interval
between the present and the time
we discussed archival training
in Chicago!

June 13, 1953

Dr. Louis R. Wilson
#333 University Library
University of North Carolina
Chapel Hill, N.C.

Dear Dr. Wilson:

Your questionnaire concerning the use of manuscripts for research is not quite clear as to whether you want my general reaction to the subject or just a report on conditions in my own institution. Since I can speak with more authority on the Illinois archives my replies will be largely limited to that.

1. Access to Illinois archives is based entirely upon legal provisions. All State records are open to the public unless designated as confidential by the General Assembly. Our Rules and Regulations permit Departments transferring their records to us to place proper restrictions on direct use by the public. In other words, some Departments request us to refer the patron to them instead of producing the records directly for the patron, a representative of the department securing the information from the records. This is done less to prevent improper use of the records than the possibility of misinterpretation of the records. However, no person who has a legitimate right to have access to information from records is denied.

2. We have facilities for microfilming and photostating, also for making photostatic enlargements from microfilm. Our Photographic Laboratory, staffed by three professional photographers, also does considerable direct photographing of documents for use in exhibits for for making cuts. We sell copies at cost, using the same scale of prices as the University of Illinois Library. We do not commercial work - that is, we would not copy materials brought in by private individuals. We do reproductions for the State Historical Library, however, and frequently do make copies of documents belonging to private persons in return for the privilege of having a copy in the Archives or the Historical Library. We make no charge for copies made for other State departments. We do not, however, microfilm records for other State departments proposing to substitute microfilm copies for the originals.

3. We make no distinction between scholars from outside Illinois and those in Illinois, except that if we get too far behind in our mail reference we would perhaps service an in-state letter first. I cannot think of a time when that has happened, however.

4. Probably regulations for the use of materials have become more liberal all over since 1900. Certainly more materials are available through the archives than before. Naturally departments have neither the time nor the facilities for helping outsiders use their records. We probably have more than ten

times as many cubic feet of records as we had fifteen years ago. The records in the Archives are accessible physically, and we are constantly making improvements in our finding media. Prior to our moving into our Archives Building fifteen years ago less than half a dozen departments had deposited records in the Archives Department. Now, as far as we can ascertain, practically all permanent records of the State not in current use are in the Archives Building. About half of these are not yet under the immediate custody of the Archives Department, but are in so-called Departmental Vaults in the building, these being serviced directly by the departments to which the records belong. But the records are all in a clean, properly ventilated moisture conditioned vaults, kept in proper containers and instantly available when needed.

Enclosed is a copy of our Rules and Regulations.

It is good to hear from you again. Nothing ever came of our proposed archival training program sponsored by the U. of Chicago - the war intervened and the need was different after the war.

Sincerely,

MARGARET C. NORTON
Archivist

THE OHIO STATE ARCHAEOLOGICAL AND HISTORICAL SOCIETY

Ohio State Museum

COLUMBUS

OFFICE OF DIRECTOR

July 23, 1953

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

We would like to have an opportunity to learn about the way you have organized and are administering the archives for the state of Illinois.

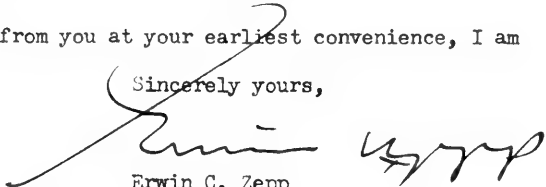
Dr. James H. Rodabaugh and I would like to call on you during the first week in August; either the 4th, 5th, or 6th will be convenient for us.

We have a situation in Ohio which needs attention badly. The Ohio State Archaeological And Historical Society has attempted to administer the state archives but the situation as it now exists is far from desirable.

I am quite sure that after having had an opportunity to go into your situation we will be better equipped to advise the Governor, Legislature and State Department officials concerning the organization and administration on State Archives in Ohio.

Waiting to hear from you at your earliest convenience, I am

Sincerely yours,



Erwin C. Zepp
Director

ECZ:rb

July 28, 1953

Dr. Erwin C. Zepp, Director
Ohio State Archaeological and
Historical Society
Ohio State Museum
Columbus, Ohio

Dear Dr. Zepp:

We will be very glad to have Dr. Rodabaugh and you visit the Illinois Archives as I expect to be in town the entire week beginning August 3. You will be welcome on any day of that week which is convenient to you. Please plan to spend more than a few hours here. We would like to take you out to ~~the~~ Salem, the pioneer village reconstructed as a memorial to Lincoln. We also want you to allow ample time for visiting the other Lincoln shrines here. You will also want to visit the Illinois State Historical Library and the State Library. We will try to make your visit here interesting and we hope helpful to you.

I have also had a personal interest in your institution because I worked under Dr. Lindley when he was head of the Indiana Department of Archives and History. Mrs. Herman ~~Reese~~ formerly Bertha Josephson who was on the staff of your institution for a number of years is also a close friend of mine. Of course we were all very much interested in your account of the fire, given before the last meeting of the Society of American Archivists.

Either the Abraham Lincoln or the Leland Hotel would be a convenient place for you to stop. Both are within half a mile of the State Archives.

Sincerely,

MARGARET C. NORTON
Archivist

MCN/w1

August 5, 1953

Dr. Erwin C. Zepp, Director
Ohio Archaeological and Historical
Society
Ohio State Museum
Columbus, Ohio.

Dear Dr. Zepp:

Enclosed is a copy of the Illinois Civil Service Commission's
job specification for archival people, for which you asked.

We enjoyed your visit very much and found it stimulating.
When you get home and sort out your memories, you will
doubtless desire more detail on some of the things we
discussed. Please feel free to write us about such matters.
You know the old saying, "If you would flatter a man, ask
his advice."

Sincerely,

MARGARET C. NORTON
Archivist

THE OHIO STATE ARCHAEOLOGICAL AND HISTORICAL SOCIETY

Ohio State Museum

COLUMBUS

OFFICE OF DIRECTOR

August 7, 1953

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Even the heat which plagued us all so badly the early part of this week could not dampen my enthusiasm for the visit with you and others in Springfield, Illinois. I have known you by reputation for so long, and it has been a pleasure to finally have an opportunity to talk with you.

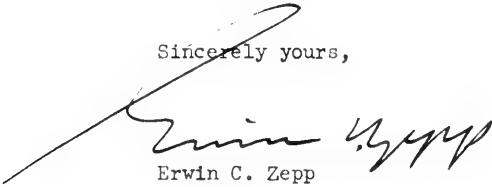
Now I am more enthusiastic than ever about the state archival problem in Ohio. Since returning to Columbus I have talked with several members of our Board of Trustees. They have all encouraged me to move forward with the study of state archives as established in other states.

May I also say that I enjoyed the brief period of relaxation on your garage port which included a tasty meal.

You were most generous with your time and your advice and gave me an excellent beginning in this preliminary study which is to us most important.

Thank you for sending the job specifications which reached us yesterday.

Sincerely yours,



Erwin C. Zepp
Director

ECZ:rb

THE OHIO STATE ARCHAEOLOGICAL AND HISTORICAL SOCIETY

Ohio State Museum

COLUMBUS

August 18, 1953

OFFICE OF DIRECTOR

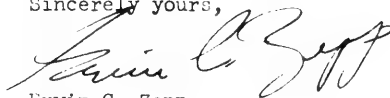
Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you so much for sending the photographs.
They certainly show us in concentrated discussion about archives.

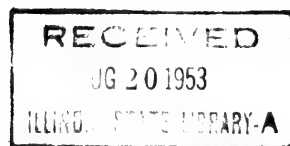
Tomorrow we leave for Annapolis and Dover, Delaware. We are surely going to learn all we can about our archives. We have received enthusiastic letters from the archivists at both of those places.

Sincerely yours,



Erwin C. Zepp
Director

ECZ:eg



THE OHIO STATE ARCHAEOLOGICAL AND HISTORICAL SOCIETY

Ohio State Museum

COLUMBUS

August 20, 1953

OFFICE OF DIRECTOR

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Have you ever had an opportunity to give much thought to the percentage of legal size cabinets to shelves for bound volumes which you have on the twelve levels set aside for state archives? I am wondering if the percentage of shelves is smaller as compared to the legal size drawers or filing cases. This may not be important but I thought I would like to get a statement about your experience with this sort of thing.

Sincerely yours,



Erwin C. Zepp
Director

ECZ:eg

August 25, 1953

Dr. Erwin C. Zepp, Director
The Ohio State Archaeological
and Historical Society
Ohio State Museum
Columbus, Ohio

Dear Dr. Zepp:

Although we have not actually made a count we would hazard a guess that our percentage of legal size cabinets to shelve bound volumes would be about 75 to 25. It occurs to us that Ohio being an older State, may be a larger proportion of bound volumes than Illinois. In other words older records tended to be kept in volumes where as more modern records are unbound.

Sincerely,

MARGARET O. NORTON
Archivist

MCH/w1

Enclosed united copies of Records Management doc.

August 28, 1953

Dr. Erwin C. Zepp, Director
The Ohio State Archaeological
and Historical Society
Ohio State Museum
Columbus, Ohio

Dear Dr. Zepp:

Thank you very much for the copies of your Ohio Sesqui-centennial Publications. These are suggestive and we will probably be adapting some of these ideas for conventions or other purposes.

My vacation plans are still indeterminate and it is not sure whether I shall go or come by way of Columbus. If I do go through Columbus, of course, I will want to get in touch with you and would probably be there either the 21st. of September or the 1st. or 2nd. of October. However, I may not get that way at all.

Sincerely,

MARGARET C. MORTON
Archivist

MCM/w1

OREGON STATE LIBRARY
SALEM

*"The Best Reading for the Greatest Number
at the Least Cost"*

ELEANOR STEPHENS, LIBRARIAN

April 22, 1953

Miss Margaret C. Norton
Illinois State Archives
Springfield, Illinois

Dear Miss Norton:

Not having attended the meeting of the Society
of American Archivists last year, I was unaware that
you had been elected to honorary membership until
the February Newsletter of the Illinois State
Library came to my desk. It is a fitting reward
for all you have done for the rest of us, and I
am gratified that you have been so honored.
Congratulations.

Yours sincerely,



David C. Dunaway
State Archivist

DCD/dlb

May 2, 1953

Mr. David C. Duniway
State Archivist
Oregon State Library
Salem, Oregon.

Dear David:

It was very kind of you to write me about my recent election to Honorary Membership in the Society of American Archivists. The Society has not only given me my dearest personal friends but every other honor in his power, and I was overwhelmed by this latest distinction. I was carefully told that that did not mean that I was to be allowed to sit on the shelf in the future, but I think it is time the younger ones took over. Ed. Lahey talked on that subject at the Lexington meeting. He said just the head archivists and the older members attend our meetings - said he would venture to guess that there was not one person in the room under thirty - and that if we do not soon interest the younger members the organization is surely going to die. So I am ready and willing to step aside. Don't we attract younger people or don't we let them get a foothold. No one on my staff is under thirty. How about yours?

Well, anyhow, it was nice hearing from you again and most thoughtful of you to write me the congratulations.

Sincerely,

MARGARET C. NORTON
Archivist

OREGON STATE LIBRARY
SALEM

*"The Best Reading for the Greatest Number
at the Least Cost"*

ELEANOR STEPHENS, LIBRARIAN

May 26, 1953.

Miss Margaret C. Norton
State Archivist
Illinois State Library
Springfield, Illinois.

Dear Miss Norton:

Your comment about the age of archivists is something which we should seriously consider. I have only one person on my staff at present under forty, and I do feel that we should attract younger people into the organization.

I have carried on an active internship program with the Willamette University, and this next year there will be three students working in the State archives, but I feel that they are more likely to go into teaching than they are into the permanent records jobs. Our real records training center is the National Archives, and I would like to think that we are encouraging persons who have an appreciation of detail and adequate vision to apply for beginning jobs in that institution.

Yours sincerely,



David C. Dunlavy
State Archivist

cc: McCain

DCD/vn

OREGON STATE LIBRARY
SALEM

*"The Best Reading for the Greatest Number
at the Least Cost"*

ELEANOR STEPHENS, LIBRARIAN

July 21, 1953.

Miss Margaret C. Norton,
Archivist,
Illinois State Library,
Springfield, Ill.

Dear Miss Norton:

I enclose a copy of a letter from our president Bill McCain, on the subject of the age of archivists. The big problem as I see it is one of training, and I hope that in the long run the work of the American University will bear the fruits which will solve the problem.

I hope to see you in Detroit.

Yours sincerely,



David C. Duniway
State Archivist

enclosure

DCD/wn

C O P Y

State of Mississippi

Department of Archives and History
War Memorial Building
Jackson 5, Mississippi

William D. McCain
Director

June 1, 1953

Mr. David C. Duniway
Oregon State Library
Salem, Oregon

Dear Dave:

I doubt if we should become upset **about the age of archivists.**

I am the only person over 40 in this Department. When I get too old, I will be replaced by a younger person. For instance, the head of this Department in 1937 was 73. In 1938 the head of it was 30.

I doubt if there is more than one person in the Alabama Department of Archives and History under 70, and the director is 83. Those things will change in time.

Of course, I realize that **we** should be bringing up younger people to replace us. That I intend to do if I survive here to that point. If I remain here until retirement time, I intend to have a younger person well trained and on the staff to take my place.

I am not getting into the argument, but just do not have the same views that some of the older ones seem to have. For instance, there was comment at the last meeting that we had only one or five or something there under the age of thirty. Well, I never attended but one meeting before I was 30. At just what tender age does one expect a man to get well established enough in a profession to attend national conventions.

Yours sincerely

Come to think of it, I was
already 30 at the first one.

(Sgd) Bill

William D. McCain

WDM:mjd

C O P Y

July 29, 1953

Mr. David C. Duniway
State Archivist
Oregon State Library
Salem, Oregon

Dear David:

Thank you for sending me a copy of the Bill McCain letter commenting on the age of Archivists. It was Ed Leahy who made the remark about no one under 30 being in attendance at the last meeting of the Society.

Like our president I am not too concerned about the age of Archivists, the big problem is one which is due largely to the small number of openings in the Archival field. Most archival agencies have very few assistants and cannot send many to the meetings. If only one can attend, it is generally the head Archivist who the people who hold the purse strings wish to send. I doubt if any State would be apt to appoint any person under 30 to the post of chief Archivist. I remember, when I was appointed, the then Secretary of State said that I looked very young to have such a position. I was then 30.

Every year I get a number of letters from would be Archivists practically all of whom I advise against going into the field. Usually this is because it is obvious, ~~that~~ from their letters that they have no idea what Archival work is like. They are expecting to sit at a desk and write history. Just as many people thinks the fact that they like to read books would qualify them for Library work so do people who like history think they would qualify for Archival work.

The problem is, that when we are looking for Archival Assistants we find no applicants from the one Archival School because there are few well paid positions for Archivists. There is little incentive for people to go to the expense of attending the school at the American University.

(2) Mr. David C. Duniway

Frankly, I do not know the answer to the problem. From my own point of view, being the oldest archivist in continuous service, it seems to me that our profession is as full of live wires as any sister profession with which I am acquainted.

Sincerely,

MARGARET C. NORTON
Archivist

MCN /wi

OREGON STATE LIBRARY
SALEM

*"The Best Reading for the Greatest Number
at the Least Cost"*

ELEANOR STEPHENS, LIBRARIAN

August 4, 1953.

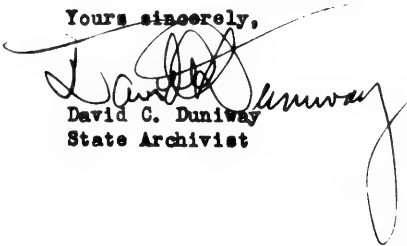
Miss Margaret C. Norton,
Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Thank you for your letter of July 29, relating to the
age of Archivists. I quite agree with your point of view,
and I hope that we will not have to spend time at Detroit
talking about the issue.

I am looking forward to a good visit.

Yours sincerely,



David C. Duniway
State Archivist

DCD/vn



EMBASSY OF PAKISTAN

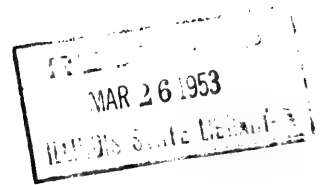
(COMMERCIAL DIVISION)
2315 MASSACHUSETTS AVENUE, N. W.
WASHINGTON, D. C.

TELEGRAPHIC ADDRESS "PAKREP"

IN REPLY PLEASE QUOTE: E 3432/53

23rd March, 1953

Miss Helene H. Rogers
Assistant State Librarian
State Library
Springfield, Illinois



Dear Miss Rogers:

We have had a request from the Director of Archives and Libraries (Archives Branch) in Pakistan for machines for the repair and preservation of records, manuscripts and old books in the custody of his directorate. The machines listed in this request are:-

- 1) Lamination Machine
- 2) Vacuum Cleaner
- 3) Fumigation Unit

The Director would also appreciate prices of other equipment for library buildings and archives.

May we have prices and literature on any of the above equipment together with your recommendations (in duplicate please).

We look forward to hearing from you in the near future.

Yours very truly,

D.M. Whitford,
for Commercial Attache.

DMW:ps

April 7, 1953

Mr. D.M. Whitford
for Commercial Attache
Embassy of Pakistan
2315 Massachusetts Avenue, N.W.
Washington, D.C.

Dear Mr. Whitford:

Miss Helens H. Rogers, Assistant State Librarian, has referred your letter of March 23rd relating to archival and library equipment to the Archives Section of the State Library for a reply.

We do not as yet have a lamination machine. The most commonly used type is that manufactured by William Barrows, care Virginia State Library, Richmond, Virginia. We have not received prices recently. We do not know where the type used in the National Archives can be obtained.

We clean our records upon receipt in a combined compressed air-vacuum type machine copied from specifications furnished by the National Archives. We do not have the price on this, but as the installation was made in 1938 that price would mean nothing now. For cleaning within the vaults almost any of the leading brands of tank type vacuum cleaner with brush attachments would be suitable. We use an Electro-lux, but do not have the price at hand.

We use a Haskelyte Plymetl Fumigator, but understand that the company from which we purchased it no longer makes this piece of equipment. It is the type furriers use. This has proved efficacious here, but we doubt if it would be adequate in Pakistan which we understand has a more difficult insect problem. We recommend that you use the type of fumigator employed in the National Archives at Washington, which can probably give you more up to date information on this subject.

The vault equipment used here is supplied by the Art Metal Construction Company of Jamestown, N.Y. We use a special 6 drawer cabinet, coming in both correspondence and legal sizes, built to our architect's specifications, for most filing. Special sliding shelves for oversize books, also built to the architect's specifications are also used. Aluminum vault ladders, vault tables and filing stools, also some special shelving are also used. Here again our 1938 prices would mean little and meantime this company has supplied archives and libraries built later than ours with improved designs. We recommend that you write directly to them for information.

Remington Rand and Shaw Walker are also two leading manufacturers of library and vault equipment. These and probably also Art Metal undoubtedly have representatives or offices in Washington from whom you can receive prices and other information at first hand.

Leading manufactures of library supplies are Gaylord Brothers of Syracuse, N.Y., Remington Rand of New York, and Demco Library Supply Company of Madison, Wisconsin.

We own two Recordak microfilm cameras, both manually operated, and the only make that takes bound records. Leading manufacturers of the rotary type microfilm cameras are Recordak, Remington-Rand, Diebold, Burroughs (Bell Howell patents), and here again, you can obtain information from their Washington representatives. We own a Diebold automatic microfilm processor and an enlarger for microfilm which is an attachment for and manufactured by the Photostat Corporation. We also own several enlargers for various sizes of films. Here again we recommend that you consult the National Archives at Washington for recommendations as to equipment, for they see and test all the newest models.

If we could have only one piece of equipment we would choose a Photostat or Rectigraph as our first piece of photographic equipment. Ours is a Recorder Photostat - i.e., it takes pictures on double faced emulsion. The Simplex model will take pictures of larger copy, but on single faced paper only. If you are to get only one machine, the Simplex would be more versatile. We have access to a Simplex, which is one reason we got the Recorder. Incidentally, you can save considerable money by purchasing either the Photostat or the Rectigraph machine without automatic processors. Our photographers say that archival manuscripts vary so much in density, color, etc. that individual developing is more satisfactory. Enclosed is a copy of an article which appeared some years ago in Illinois Libraries. There have been great technical advances since that was published in 1946 but the principles relating to applications are still true and there may be some suggestions to you in it. We might also mention an inexpensive portable copying machine which has found favor in this country, the Contours, manufactured by E.J. Lush, Inc., 207 Orange St., New Haven, Conn. There are other similar and perhaps as satisfactory machines on the market.

We think about the most useful source of information in the matter of general equipment is to be found in the periodical Office Management and Equipment published monthly by Geyer Publications, Inc., 212 Fifth Ave., New York 10, N.Y. Each month there is a feature article "Equipment Round-up" which gives all the latest information on one type of equipment. For instance, the March 1953 issue dealt with "Duplicating Machines - all types"; the February issue with "Time recorders, wardrobes, lockers, typewriters, copy holders."

We are sorry that we cannot be more helpful to you, but hope that a representative of the Pakistan archives can visit us at some future date to see the hundreds of gadgets we use.

Sincerely,

HISTORICAL COMMISSION
OF SOUTH CAROLINA



COLUMBIA I. S. C.

January 19, 1953

Miss Margaret C. Norton
1105 South Second Street
Springfield, Illinois

Dear Miss Norton:

Much sooner than we expected, the opportunity has presented itself to revise the records legislation of South Carolina. We are prepared to the extent of having copies of the model bill printed some years ago in the American Archivist and the laws of Delaware, Maryland, and Tennessee. We will be very grateful if you will call our attention to additional sources that might be profitably consulted. Copies of laws on the subject will be particularly appreciated.

With kindest regards, I am

Sincerely yours,

J. H. Easterby
J. H. Easterby
Director

jhe/mc

February 2, 1953

Dr. J.H. Easterby, Director
Historical Commission of
South Carolina
Columbia 1, South Carolina.

Dear Dr. Easterby:

It is good news to hear that South Carolina which had one of the earliest Historical Commissions, is now about to step forward in the archives field.

Enclosed are copies of some of the Illinois archival legislation, including some enclosed amendments to the two State records disposal Acts. In addition to these Acts, the county microfilm act and the county destruction act provide that no records dated prior to 1870 may be destroyed and that the State Librarian must accept custody of such records if the county is unable to house the properly. The State Librarian is also notified of proposed destructions of county records.

It has been some years since I studied the model archival legislation published in the American Archivist. As I recall it, the acts were criticised at that time as being too dogmatic about the place of the archival agency in the hierarchy of government, since different kinds of governmental structure might call for a different organization from that proposed; also the model acts were felt to be too inclusive - not only too detailed in outlines of procedure, but also containing too many topics. We in Illinois prefer a series of acts, any one of which can be amended as needed without jeopardizing the whole structure of the archival agency. I don't know how it is in South Carolina, but we are always afraid that if the legislators start amending the sections as we want them amended, they may go too far in amending other sections as we might not want them amended.

We will of course be interested in receiving copies of your proposed legislation and will follow its progress with interest and best wishes.

Sincerely,

MARGARET C. NORTON
Archivist

My home address is now: R.R. # 3 Lake Springfield, Springfield, Ill.



TENNESSEE STATE LIBRARY AND ARCHIVES
THE CAPITOL
NASHVILLE 3, TENNESSEE

May 13, 1953

Miss Margaret C. Norton
State Archivist
Springfield, Illinois

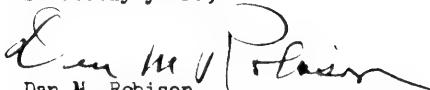
Dear Miss Norton:

The Tennessee State Library and Archives Commission has decided upon June 17 for the formal opening of our new State Library and Archives Building. The morning program will begin at eleven o'clock and will feature addresses by Governor Frank G. Clement and Dr. Luther Evans, Librarian of Congress.

At a luncheon meeting we plan to recognize our distinguished guests and to call upon a few of them, including you, for remarks which should be not more than two minutes in length. We expect to include the names of these few in our printed program and, therefore, would like to know as soon as possible whether or not you will attend.

Each member of the Commission sincerely hopes that you can be with us on this occasion.

Sincerely yours,


Dan M. Robison
State Librarian and Archivist

DMR:amh

*Miss Margaret, Don't let us down. We are
all hoping that you will come. We
think the building is right nice.
DMR*

Miss Norton:

If you do say a few words at the dedication, be sure to indicate that Mr. Barrett was very pleased to learn that some of the ideas that we used in Illinois were incorporated in their new building, and that Mr. Carpentier, who as State Senator then, had approved our archival program. Now, as Secretary of State and State Librarian, Mr. Carpentier has followed through with the same program--and wants to strengthen it.

You will recall that when the Tennessee group was here, they spent quite a bit of time with Mr. Barrett one morning, and they had their picture taken at that time.-----HHR

May 21, 1953

Dr. Dan Robison
State Librarian and Archivist
Tennessee State Library and Archives
The Capitol
Nashville 3, Tennessee

Dear Dr. Dan:

Miss Norton and I have received your very nice invitation to attend the formal opening of the new State Library and Archives Building, in Nashville, on June 17th. Why...Oh...Why! did you pick that date. You know the National Association of State Libraries opens its sessions in Los Angeles on the evening of the 18th. If I can get away for anything, I must go there since I am secretary-treasurer of the association.

I have rather looked forward to the dedication of the new Tennessee building, because I wanted to have an opportunity to see it completed as we talked about it in the planning-stage, and, more or less assisted in some of the ideas that have been incorporated in it, but it is going to be impossible for me to make any definite plans to attend the function on June 17th. So, will you please tell General Beeler and Mr. Parrant that I must postpone my date until some other time.

At this time it seems that it will be possible for Miss Norton to attend. I am hoping that nothing will interfere, for two reasons: First, because we want Illinois represented, and secondly, because Miss Norton has reached the point where she must get away from here. She is seeing the "trees" now instead of the "forest". You know she built her new home at the Lake this year and that has had many, many details connected with it. In fact, I think it was a little too much for her, but she is enjoying it.

Please extend my greetings to your wife and your staff; and when you come back to visit in Olney, just add another hundred miles to your trip and come to Springfield.

Sincerely

HHR:mm

Assistant State Librarian

May 25, 1953

Dr. Dan M. Robison
State Librarian & Archivist
Tennessee State Library & Archives
Nashville 3, Tennessee

Dear Dr. Dan:

Sorry to have been so slow about accepting your cordial invitation to attend the formal opening of your new State Library and Archives Building on June 17th. On account of a new ruling against State employees making trips outside of the State of Illinois, it looked for a few days as though I could not attend, however, this matter has now been arranged and I expect to be present. Needless to say this is something I have been looking forward to with keen interest.

Sincerely,

MARGARET G. NORTON
Archivist

MGN/wi



TENNESSEE STATE LIBRARY AND ARCHIVES
NASHVILLE 3, TENNESSEE

May 27, 1953

Miss Margaret C. Norton
State Archivist
Springfield, Illinois

Dear Miss Margaret:

This is to acknowledge your letter of May 25 stating that you will be with us for our formal opening on June 17. Needless to say, we are all delighted that you can be present, and we are putting you down for a brief talk at the luncheon meeting.

We are sorry that Miss Rogers could not be here, but I have explained to her why the date was set for June 17.

Sincerely yours,

Dan M. Robison
State Librarian and Archivist

DMR:amh



UNITED STATES INFORMATION AGENCY

WASHINGTON

October 20, 1953

In reply refer to
100

Dear Miss Norton:

The U. S. Information Agency has received a communication from the American Embassy at San Salvador, on behalf of a Salvadoran legislator, requesting information on the use of microfilm for the recording and/or preservation of public records in the United States and a copy of a specimen state law providing the procedure for the recording of real estate titles, including the provisions covering the use of photographic reproductions thereof.

It has been suggested that your library could furnish us with this information. If you have any material available for distribution which you think would be helpful in answering this request we should appreciate receiving a copy of each title you are able to supply. If there is a charge for these publications we shall appreciate your informing this Agency instead of sending the material so that consideration may be given to placing an order through regular purchasing channels. There are enclosed for your convenience in replying a self-addressed franked envelope and a franked label which will cover mailing charges on a package not exceeding four pounds in weight.

We shall be most grateful for any assistance you can give us in connection with this request.

Sincerely yours,

Anna B. Hendricksen
Foreign Service Branch
Information Center Service

Enclosures:

1. Self-addressed franked envelope.
2. Franked label.

Miss Margaret C. Norton, Archivist,
Illinois State Library,
Springfield, Illinois.

October 29, 1953

Mrs. Anna B. Hendricksen
Program Service Branch
Information Center Service
United States Information Agency
1741 Rhode Island Avenue, N.W.
Washington 25, D.C.

Dear Mrs. Hendricksen:

Enclosed are copies of Illinois laws governing the use of microphotography in recording and preserving State and local records.

Mrs. Dolores Renze, State Archivist of Colorado, has been chairman of the subcommittee on microphotography of the Society of American Archivists for several years and has compiled materials on this subject and data as to places where microphotographical applications have been made. We suggest that you write to her for further information which she may be able to supply. She can be addressed:
Division of State Archives
State Museum
Denver 2, Colorado

Sincerely,

MARGARET C. NORTON
Archivist

C. C. SCHIFFELER
PRESIDENT



The
HOTEL RALEIGH

ON FAMOUS PENNSYLVANIA AVENUE AT 12TH ST.

Washington, D.C.

June 30, 1953

Dear Miss Norton,

You have no idea (or do you) in what high regard your name is held by all lecturers here. I tell them all that you are a good friend of mine, thinking I'll absorb some of the glamor. They say you have done such a fine job in Illinois' Archives, and I can vouch for that.

Mr. Colket (Meredith B) is the conductor of the course, and we have had Mr. John Herndon, Mr. John Coddington, Mrs. Hiden, Miss Bailey (of New York Public Library) as guest lecturers.

C. C. SCHIFFELER
PRESIDENT



The

HOTEL RALEIGH

ON FAMOUS PENNSYLVANIA AVENUE AT 12TH ST.

Washington, D.C.

We have an 18 page Bibliography on Genealogy here, but I suppose we have many or most of the books in our own Historical Library.

Could you tell me if we have all the Illinois Census Schedules Available in our Archives? I do not want to waste time here in studying things I can find at home.

Do we have copies of Wills and Deeds for all or many of the various Counties in the State Archives? Such as they have in the Hall of Records in Annapolis?

I shall appreciate a reply if it isn't asking too much.

Sincerely yours,

Alva F. Wanless

Mrs. Fred W.

July 3, 1953

Mrs. Fred W. Wanless
Hotel Raleigh
Pennsylvania at 12th St.
Washington 4, D.C.

Dear Mrs. Wanless:

When one recommends something one always wonders if the other fellow will actually like it. I am glad to hear that you are enjoying your course at the National Archives. Please give my regards to Mr. Colket.

We have copies of the federal census schedules for 1820, 1830, 1840, 1850, 1860 and 1880. 1870 is available but we understand the microfilming is unsatisfactory, so we did not purchase it. 1880 just came in this week. Our copy of the 1860 census is more than half illegible. We are told that the original is in purple ink which does not photograph well. If you need that census we suggest that you do your work on it while you are in Washington.

We do not have copies of any county records in Illinois except in scattered cases. We have copies of all Randolph county records up to 1850, which we took last summer and autumn. The Mormons microfilmed county records in the East and presented copies to the state archives. That is how Maryland happens to have so much. We are hoping that the Mormon project will come to Illinois some time, and, in fact, have feelers out on the subject. We suppose they will complete their copy work for the eastern states before moving into the Middle West.

Clementine and the Doctor were out one day last week and told me that you had really gone to Washington. I'm trying to get Clementine to take another trip with me this summer, but as usual she "Cannot leave Papa - and the cats", but Chris said, "You never ask me - I'd go." So I guess she will go.

Please remember me to all my friends you meet in Washington and Annapolis. I saw Wayne Grover in Nashville, Tennessee week before last. We attended the dedication of the new Tennessee State Library and Archives Building there.

I'm enjoying my lake home very much. Come out and see me when you get home and tell me all about Washington.

Sincerely,

Margaret C. Norton
Archivist

Wisconsin

February 9, 1952

Dr. Clifford Lord, Director
State Historical Society of
Wisconsin
Madison, Wisconsin.

Dear Dr. Lord:

We here at the Illinois State Library have of course been concerned over the fate of the Mc Cormick archives lest this splendid work should be dispersed. We also realized that it should go to some institution where it would fit into the program and regretfully realized that Illinois must lose it. We are happy that the collection went to you. We would like an article for Illinois Librarians telling something about the collection - its history, its scope, and its future. Whether you or Herbert Keller or the two of you together should write this we do not know, so are merely appealing for such an article and will leave the authorship to your discretion.

We would like an article of from three to ten published pages, but don't put a limit on the length provided it really tells the story. This can be run serially if too long for one issue. If possible we should like this article within the next couple of months. We hope you people will be able to give us one, because we do not think this great collection should leave our State and that fact be ignored lest some might think we did not appreciate it, others that we might be jealous.

We had a wonderful time at the Madison meeting of the Society of American Archivists and hope all the Mid Westerners will attend the Lexington meeting. You know that at the last meeting (at Annapolis) some of the easterners tried to crowd through a proposal limiting meeting places to the population center of the Society (practically limiting us to Washington and vicinity). I feel that those of us out here should work for a rousing meeting at Lexington.

Sincerely,

MARGARET C. NORTON
Archivist

McCormick Collection
Wisconsin State Historical Society
816 State Street
Madison, Wisconsin

March 13, 1952

Miss Margaret Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Margaret:

I don't know whether Clifford Lord has answered your letter or not, concerning the article about the McCormick Collection for Illinois Libraries. He turned it over to Herbert, who has agreed to do the article and will get it to you just as soon as he can.

We are still in the process of getting the Collection set up for servicing here. It has been quite a job moving everything and having our personal belongings to settle too.

Our home address is 973 University Bay Drive, Madison 5. We are living in a house, which we have bought, and it is quite a change from the 14th floor apartment. We like it.

Herbert joins in sending our best to you and to Miss Rogers. Perhaps we will see you in Chicago at the M.V.H.A. Meeting next month. I hope so.

Sincerely,

Lucile

Mrs. Herbert A. Kellar

LOK:1

The University of Wisconsin

Madison

November 7, 1952

PHYSICAL PLANT
A. F. GALLISTEL, A. I. A.
DIRECTOR

BUILDINGS AND GROUNDS
A. F. AHEARN
SUPERINTENDENT

Illinois State Library
Springfield, Illinois

Attention: Margaret C. Norton, Archivist

Gentlemen:

Thank you for your letter of November 5. I am sure the information will be of help to us here at The University of Wisconsin.

If we can ever be of help to you, please do not hesitate to call upon us.

Very truly yours,



A. F. Gallistel, Director
Physical Plant Planning

AFG/p

SOCIETY OF AMERICAN ARCHIVISTS, 1953

Philip C. Brooks

~~1270 California Avenue~~

~~San Francisco 18, Calif.~~

Federal Records Center
Box 708
South San Francisco, Calif.
June 10, 1953

Dear Margaret:

Attached is a letter which I think will be self-explanatory. I remain open to conviction on Mrs. Renze's plan, but it would take some convincing. Aside from the points I raised in my letter to her, or supplementing the first one, I would hate to see the administration of the Society take on any further burdens except very necessary ones. At present the administrative organization of the Society does not seem to me very strong, and we need to build up that way first.

As I have told Mrs. Renze, we are getting pretty well settled out here. It is a fine part of the country - can't you work up a California vacation trip?

Hope you're well. Our best to Miss Rogers. I wonder how your institution fares under the new State administration.

So far the new Administrator of the General Services Administration in Washington has made a fine impression on the people at the Archives. He seems much interested in the records program, and we hope he'll keep the team intact - I gather we can't be quite sure of that yet. But we can hope.

Sincerely

Phil

MEMORANDUM
MEMORANDUM

319 St. Claire Drive
Palo Alto, California
June 8, 1963

Mrs. Dolores C. Benson, State Archivist
State Museum
Denver, 2, Colorado

Dear Dolores:

Your letter of May 26 reached me today, having been forwarded from the National Archives. I am gradually catching up on letting my friends know that I transferred from there in January, and am now head of the Federal Records Center at San Francisco. Of course we're all in the NARS family and closely associated. I said for a long time that if the Archives would move to San Francisco I'd be glad, and this is along the same line.

We have bought a house in Palo Alto, where the climate is about the best around here, and the commuting to the Center convenient, and are now fairly well settled.

I'm glad to give you what comments I have on your plan, and hope you'll regard them as constructive or at least well meant criticism. The idea of graded membership and a certification has come up at times ever since the Society was established, and I've always been opposed for two chief reasons. First, I don't see enough advantage to warrant the extensive administrative job that would be required. Second, I do not believe that the field is large enough and especially the standards of training and qualification well enough established to make the plan feasible.

The initial idea of some people in 1936 was to make the Society an "institute", with restricted membership. But there were clearly no standards then, and many thought, as I did, that it would be unfortunate to limit membership. We are in part and must be a promotional organization in the best sense. Your plan, I see, provides free, or rather unlimited membership in one class.

Somewhat later it was MacKertan, I think, who advanced a somewhat similar plan. She cited in the discussion the experience of the American Library Association (not comparable in my mind, as so much larger) and the National Association of Secretaries of State. She will have valuable comment, I am sure, on your current plan.

In preparing a recent article for The Historian (I'll enclose a copy if I find at the office tomorrow that I haven't sent you one before), I looked into the training opportunities available, and was still (1962) impressed by the lack of uniformity and of measurable standards.

Your panel of commentators is an excellent one. Because of some recent study he has made I would urge the inclusion of Bob Baker - though he may be too engrossed in current administrative problems of the National Archives.

peb

June 27, 1953

Dr. Philip C. Brooks
Federal Records Center
Box 708
South San Francisco, Calif.

Dear Phil:

My reply to Mrs. Ranze's plan for the certification of Archivists had been sent her before I received your letter. I am very much in agreement with you that, if certification of Archivists is to come it is not the function of the Society of American Archivists to apply such standards to the profession. It seems to me that for the Society to undertake this, would subject ourselves to severe criticism. After all, the American Historical Association does not certify historians, yet there is a fairly well established standard for university historical professors. Various libraries have attempted to certify librarians. The American Library Association set up an Institute but this has not added any prestige to librarians seeking positions, since members of the Institute were already so well established in their profession, that they did not need any thing of the sort. The Illinois Library Association established a Certification Board about 20 years ago; this did not result in raising standards in librarianship in Illinois, because too many persons already in library positions had to be certified though they could not meet the standards which the Library Association hoped to establish. I have heard nothing about this Certification Board for several years and believe it has lapsed. It seems to me that it is impracticable at least at present for the archivists to attempt standardization through their Society.

Miss Rogers is in Los Angeles attending the American Library Association meeting there. I do not know whether she will get to San Francisco, if she does I am sure she will attempt to visit your Federal Records Center.

Dr. Phillip C. Brooks - June 26, 1953

(2)

I am happy to hear that you like California so well and have purchased a home at Palo Alto. I hope that you will still be able to attend the meetings of the Society even though you are so far away.

Last week I attended the dedication of the new Tennessee State Library and Archives Building. Mary Bryan, Chris Crittenden, Randolph Church, Harold Brigham, Luther Evans and Wayne Grover were also there. Luther is very much concerned over attempts to classify Wayne among the "policy making officials placed under Civil Service." Luther himself is a candidate for Director General of UNESCO. He expects to get it unless opposition develops to an American candidate, from the White House.

Sincerely,

MARGARET G. NORTON
Archivist

MGN/wl



STATE CAPITOL



DEPARTMENT OF STATE

BEN W. FORTSON, JR.

SECRETARY OF STATE
ATLANTA 3, GEORGIA

1 Aug. 1953
JOE N. BURTON
ASSISTANT TO SECRETARY OF STATE

R. C. COLEMAN
JOINT-SECRETARY
STATE EXAMINING BOARD

MRS. LOUISE BUCHANAN
CORPORATION CLERK

J. J. MEDLIN
FISCAL OFFICER

MRS. MARY GIVENS BRYAN
DIRECTOR DEPARTMENT OF
ARCHIVES AND HISTORY
1516 PEACHTREE ST., N. W.

Dear Archivist:

The meeting of THE SOCIETY OF AMERICAN ARCHIVISTS is only a little more than a month away, and as a member of the Committee on State Archives, I must make a report on any archival law or laws that were passed by your state during 1952 or 1953; therefore, may I have a copy of any Act of your last legislature which touched you. For instance, Dave Duniway of Oregon sent me a copy of his law passed in 1953 which provides for a continuing records authorization. If you have not had a law passed during the years above specified, may I have a copy of the latest law that did affect your department?

Looking forward to seeing you in Detroit, and with a great deal of appreciation to you if you will let me have an answer to the above question at your very earliest convenience, I am

Sincerely yours,

Mary G. Bryan

(Mrs.) Mary G. Bryan, Director
Department of Archives and History
1516 Peachtree Street N. W.
Atlanta, Georgia

MCB:va

August 19, 1953

Mrs. Mary G. Bryan, Director
Department of Archives and History
1516 Peachtree Street N.W.
Atlanta, Georgia.

Dear Mary:

Enclosed are copies of the three Acts passed by our recent 68th General Assembly which affect the Illinois Archives. The principal change was to authorize the State Records Commission to issue disposal schedules.

I was disappointed not to have a chance for a visit with you at the Tennessee dedication. I hope to attend the Detroit meeting of archivists but may not get to go as the new administration is cutting down on out of the state "junkets." If I don't get there, please see that I get a summary of the results of your current study on archival legislation.

Sincerely,

MARGARET C. NORTON
Archivist

Department of State

GEN. W. FORBES, JR.

SECRETARY OF STATE

ATLANTA 3, GEORGIA



COMMITTEE ON STATE ARCHIVES THE SOCIETY OF AMERICAN ARCHIVISTS

JOE N. BURTON
ASSISTANT TO SECRETARY OF STATE

R. C. COLEMAN
JOINT SECRETARY
STATE EXAMINING BOARD

MRS. LOUISE BUCHANAN
CORPORATION CLERK

J. J. MEDLIN
FISCAL OFFICER

MRS. MARY GIVENS BRYAN
DIRECTOR DEPARTMENT OF
ARCHIVES AND HISTORY
1516 PEACHTREE ST., N. W.

1952-1953 Survey of Laws Governing Archives and Records Management in the Forty-eight States

As a member of the Committee on State Archives my assignment has been to compile laws governing state archives, and to make a comparative study. My last report given in 1952 was more or less background material in which I briefly summarized the set-up in the various states and defined the types of organization in each state.

In my 1953 report I have attempted to carry the study forward and have gathered laws passed during 1952 and 1953, or the latest law passed, which affected archives, records management, control, retention, disposal, micro-filming, photographing, photostating of any state, county or town records in our states.

I am most happy to report that all forty-eight states responded to my request for information regarding the most recent legislation. The inquiries were sent to the Secretary of State in states having no true archival agency or when there was a doubt as to the record custodian.

It is the desire and purpose of the Committee on State Archives to have concentrated in their hands copies of all archival laws so that members of THE SOCIETY OF AMERICAN ARCHIVISTS, State Archivists, Public Records Officers, etc., who need copies of the latest laws for study may get such information from the Committee rather than by having to circulate letters to the individual states. A brief summary of current state laws is attached herewith, alphabetically arranged by states.

Respectfully submitted,

Mary G. Bryan

(Mrs.) Mary Givens Bryan

Archivist of Georgia and member of State Archives Commission *Hee*

17th Annual Meeting of
The Society of American Archivists
Detroit, Michigan

September 13-15, 1953

ALABAMA

1950-1951

An Act approved Nov. 1, 1950 authorized the Commissioner of Public Welfare to make or have made photographic reproductions of books, records, papers, or other documents required to be maintained or kept by the Department of Public Welfare or any subdivision thereof, and further authorizes the Commissioner to dispose of any such books, records, papers, or other documents so photographed; and provides that such photographs shall be retained in lieu of such documents; also provided that such photographic reproductions shall have the force and effect of the documents themselves, and provided for the admission as evidence of duly certified photostatic copies or other copies of the original microfilms, photostats, or other similar photographs.

An Act approved May 21, 1951 authorized the reproduction of any writing or record, made as a memorandum or record of an act, transaction, occurrence or event made in the regular course of any business by photostat, photographic or microphotographic plate or film; provided for the admissibility in evidence of said photostat, plate or film or prints from such photographic or microphotographic plate or film, whether enlarged by facsimile; declared a presumption of correctness of such reproduction, and further provided for preservation, inspection, and other rights and duties in reference to records so reproduced. The Act also defines the terms "business" and "records."

An Act approved May 25, 1951 authorized the Commissioner of Public Welfare to destroy records of the Alabama Relief Administration, the Alabama Transient Bureau, and surplus commodity distribution presently in the custody of the State Department of Public Welfare.

Mrs. Marie Bankhead Owen, Director of the Alabama Department of Archives and History, stated in a letter under date of August 21, 1953 that no archival laws were passed by the Alabama legislature during 1952 and 1953.

ARIZONA

1952-1953

Legislative Bureau, formerly a division of the department of library and archives was placed in the hands of a Legislative Council created by an Act of the Arizona legislature in 1952-1953. This will enable the department of library and archives to give more attention to their other numerous duties.

ARKANSAS

1953-1955 No new legislation concerning operation of Arkansas History Commission, Department of Archives and History except H. B. No. 576 (Budget Committee) which provided an appropriation for the maintenance and operation of the History Commission for the 1953-1955 biennium. Maximum number of employees - 4, namely: Executive Secretary, Archivist, Librarian, stenographer. Total amount appropriated for fiscal year 1953-1954, \$21,200.00; 1954-1955, \$19,200.00. These amounts care for regular salaries, general maintenance and equipment and are usable subject to approval of the chief fiscal officer of the State and in full compliance with Budget Control and Purchasing Laws of the State.

CALIFORNIA

1953 In 1947 the Central Record Depository was created to take care of the records, mostly on deposit of State agencies. Since 1948 the Archives and Central Record Depository have actually become one in reality. Since 1927 the State auditors must approve the destruction of all obsolete State public records (California thought to be the first State to have a statutory provision for record destruction) Auditor does not approve destruction until screened by the Archives. This division of Archives work has been followed by New York in 1951, - a State Historian - and Delaware in 1952 - Public Record Examiner. The only legislation passed in 1953 touching State Archives of California is Chapter 1773, relating to the photographic reproduction of public records which states public records of any state agency may be microfilmed or otherwise photographically reproduced on written authorization of the head of the agency. The microfilming or photographic reproduction must meet the standard specification of the U. S. Bureau of Standards. Certifications of reproductions must be in accordance with the standards or have approval of the Attorney General. Clerk of the Superior Court may photograph, microphotograph or photocopy all Superior Court Minutes, judgments, orders and decrees. Reproduction to be properly indexed and filed. Duplicates of each roll of microfilm to be made and kept in a safe and separate place.

COLORADO

1951, 1953 Section 83A of Section 1 of Chapter 130, Colorado Session of Laws of 1951 was amended March 31, 1953, and concerns the duties of county recorders. With authorization by the board of county commissioners the county recorder in counties, or

cities and counties of more than 100,000 in population, may record some or all of the instruments lawfully filed for record in his office by making and preserving microfilm thereof, excluding real estate records. Recorder must maintain and keep at least one copy of all recorded instruments and writings affecting real estate in suitable books, legible without aid of any enlarging device, etc. The law further provides that at least 2 microfilms shall be made of each recorded instrument to be kept separate as far as reasonably may be done in order that they may not be subject to same hazards. Both sets of microfilm to be under constant control of the recorder. Instruments which cannot be satisfactorily recorded by microfilm may be recorded by other methods of photographing or by transcribing by typewriter or by longhand. If microfilm method is used, at least two enlarging lamps to make microfilm legible shall be provided and as many more as may prove necessary to give reasonable service to public.

CONNECTICUT

1953 No law relating to Archives was passed at the 1953 biennial session of Connecticut General Assembly.

DELAWARE

1953 Three laws were passed by the 1953 session of the Delaware legislature affecting the work directly or indirectly of the Public Archives Commission.

- (1) House Bill No. 659 appropriated \$25,000.00 to the trust fund of the P. A. C. for the restoration of the John Dickinson Mansion as an historic site. John Dickinson was the "Penman of the Revolution", serving in the Delaware militia during the Revolutionary War, and as Governor, 1781-1782.
- (2) House Bill No. 376, created the Delaware Archaeological Board. It defines composition, appointment, chairman, purposes, rules and regulations, meetings; compensation and expenses. The Board to consist of seven members, and among seven members, one member must be from Public Archives Commission and one member must be from Delaware State Museum, thus affecting the work of the State Archivist.
- (3) House Bill No. 574 governs recordation of instruments in Kent and Sussex Counties and authorized and directs the Levy Courts of Kent and Sussex Counties to purchase books to preserve the photo-copied records and equipment in the form of an approved photo-copying machine. The text of the Act does not mention the Public Archives

Commission, but there are already existing laws which will govern the photo-copying work, therefore, directly does affect the work of the Public Archives Commission.

FLORIDA

- 1947 No archival legislation passed by Florida legislature in last several years; however, the State Library enclosed all laws governing the State Library, which shows the State Library Board in 1943 was authorized to receive and preserve certain public records, thus making the State Library Board legal custodian of all public records of any and every agency of the State of Florida which transfers such records to library board which are received by board for deposit in Florida State Library.

GEORGIA

- 1953 Three laws were passed by 1953 General Assembly concerning disposal and retention and destruction of records. Act of 1943 which authorized the destruction of records seven (7) years old of the various state departments upon a finding by the Secretary of State and State Librarian approved by the Governor, that such records have no legal, archival or historical value, was amended by Act of Feb. 3, 1953 to read: such records as above described may be destroyed that are four (4) years old instead of seven (7) years, as provided in old Act of 1943. The other two Acts passed during 1953 session of legislature provided for disposal and retention of records of the County Welfare Departments, and the other Act provided for the retention, disposition and photographic reproduction of bank records.

IDAHO

- 1947 No law governing work of Idaho Historical Society or records management passed since 1947. House Bill No. 206, Session Laws of 1947 authorized and empowered custodians of State, County, City or Village records of historical significance and not in current use to be delivered to the I. H. S. for permanent preservation. This facilitates the use of Idaho records for official reference and historical research.

ILLINOIS

- 1953 (1) Act creating the State Records Commission and defining its powers and duties approved July 23, 1943 was amended

in 1951 and 1953. The principal addition in 1953 authorized the Commission to issue disposal schedules. Commission may require as condition for destruction of records by any State agency that the records be first reproduced by microphotography or other photographic process, and such photographic reproduction to comply with standards of quality prescribed by S. R. C. S. R. C. must submit to General Assembly at each regular session a descriptive list of records authorized for disposition since beginning of last preceding regular session. S. R. C. authorized to make rules and regulations necessary to carry out its powers and duties.

- (2) An amendment was made in 1953 to the State Records Microfilm Act approved 1950, stating whenever photographs, microphotographs or reproduction on film shall be placed in conveniently accessible files and provisions made for preserving, examining and using same, any public officer with approval of the State Records Commission, cause the original records from which photographs or microphotographs have been made to be disposed of.
- (3) Act passed in 1953, effective May 20, 1953 terminating The Service Recognition Board (soldiers and sailors World War II bonus) Adjutant General authorized to transfer all books, records, and documents of the Board to the Archives Division of the State Library for permanent filing. Records to be confidential and shown only upon authorization of Governor. Inventory to be made of records by Adjutant General prior to transfer and was further authorized to destroy any original records of Board he had caused first to be reproduced on film.

The State Archivist of Illinois states in a footnote to this Act that this destruction was not presented to State Records Commission which would probably have disapproved destruction of the originals of claims granted while keeping claims rejected.

INDIANA

1935, 1939, 1949 No archival laws passed since 1949. Chapter 219 of the Acts of 1935 created a commission on public records and provides for the transfer of State records to the Indiana State Library. Chapter 91, Acts of 1939, provides for transfer of county records to the Indiana State Library, Chapter 172 of the Acts of 1949 authorized the Indiana State Library to operate a photographic laboratory, the central laboratory for the State.

IOWA

1953

Reply from Secretary of State of Iowa stating no laws passed concerning records in past several years.

KANSAS

- 1953 Kansas State Historical Society sent 2 laws passed in 1953 by the legislature of the State of Kansas; namely, an Act relating to the destruction of certain records of the motor vehicle department of the state highway commission. Act describes 8 classes of records that may be destroyed or disposed of subject to consent of the state records board. The second Act authorizes that certain records of boards and agencies of State government (all named in Act) are to be destroyed or disposed of as recommended by the State Records Board. A complete inventory or description of the records recommended for destruction or disposition is published in full in the Statute Book, known as Senate Bill No. 301, Session of 1953.

KENTUCKY

- 1950 Act of 1950 last legislation pertaining to records in Kentucky. Provides for destruction, or disposal of records of State Government and created a Records Control Board composed of Commissioner of Finance, Attorney General, the Auditor of Public Accounts, Clerk of Court of Appeals, and Secretary - Treasurer of Kentucky Historical Society.

LOUISIANA

- 1936, 1938 The Department of Archives of Louisiana State University is the depository of University archives and of historical and other manuscript materials; in the lack of a state department of archives in Louisiana, it houses officially certain public records and performs some of the functions and duties of such a department. Included in its holdings are some 1,050,000 items of State and Parish records, more than 322,000 items of private historical manuscripts and university archives plus approximately 250 cubic feet of unpublished research and inventory materials of two former Federal Archival projects in State of Louisiana. Act 258 of 1936 created a Department of Archives at the Louisiana State University and Agricultural and Mechanical College. Act No. 342 of 1938 authorized that fees for certified copies of documents in the Archives were to be based on the fees of the office of original custody and were to be remitted to that office.

MAINE

- 1952-1953 Secretary of State replied that the Maine legislature which convenes biennially in the odd years had enacted no legislation governing records management, control, or disposal, or governing microfilming of official state and county records.

MARYLAND

1953 The General Assembly of 1953 enacted into law (Acts 1953, ch. 436) the requirement that each State agency shall establish a continuing program for the economical and efficient management of its records. The responsibility for guiding and advancing the program was placed with Hall of Records Commission. As result of this law the Hall of Records Commission has established the Records Management Division under the general direction of the State Archivist and under immediate supervision of the newly-created position of Assistant Records Administrator, who has a staff of six assistants.

MASSACHUSETTS

1951 No legislation passed that pertained to public records or archives at the 1952, 1953 sessions. The supervisor of Public Records is appointed by the Secretary under authority of Chapter 66 of the General Laws. There were three laws passed in 1951 that affect the Secretary's office in relation to public records. (1) An Act relative to the destruction of certain records by city and town clerks (2) An Act providing that the supervisor of Public Records shall be a member of the Board authorized to sell or destroy certain books and records of the commonwealth (3) An Act making express provision for the recovery of unlawfully detained public records. "Upon complaint of any public officer entitled to the custody of a public record, the superior court shall have jurisdiction in equity to compel any person unlawfully having such record in his possession to deliver the same to the complainant".

MICHIGAN

1953 The Michigan records program has been narrated by Vernon L. Beal, Historical Records Administrator and published in The American Archivist, April 1953 issue, showing how the Michigan records law affects his work. Two laws were passed in 1952 relating to the activity of the Michigan Historical Commission. One law was passed during 1953, known as Enrolled House Bill No. 132 and is an act authorizing the board of supervisors of certain counties to provide for the destruction and discarding of certain obsolete records of taxes for the year 1935 and prior years. This is an amendment to Section 1 of Act No. 81 of the Public Acts of 1949. The Act of 1953 further provides that no records shall be destroyed until the county treasurer, after destruction is ordered by the board of supervisors, formally offers such records to the Michigan Historical Commission for preservation. Commission is to have 90 days for

examination and acceptance, any records that still remain available shall next be offered to the Michigan Historical Collection of the University of Michigan.

MINNESOTA

1953

Minnesota State Archives Commission charged with duties relating to the preservation, destruction, sale, photographing, photostating, microphotographing and microfilming of official papers, books, documents and records of the State and its agencies. No legislation affecting State records passed during the period 1952-1953. Four (4) laws were enacted during 1953 which concerned county and municipal records.

- (1) An Act authorizing the governing bodies of cities of the first class operating under a charter which contains a per capita limitation on spending to authorize the micro-filming of records of the various departments and bureaus of such city and thereafter to destroy such original records.
- (2) An Act relating to records, providing for the admission in evidence of photographic and other reproductions of records for the destruction of original records so reproduced.
- (3) An Act authorizing the destruction of obsolete school district records in certain cases.
- (4) An Act authorizing the destruction of obsolete city records in certain cases.

The manuscripts division of the Minnesota Historical Society has charge of these records mentioned in above four (4) Acts.

MISSISSIPPI

1948, 1950
and 1952

Few basic changes in the law regarding Mississippi Department of Archives and History since original law passed in 1902. Original law provided that Mississippi Department of Archives and History should publish the official and statistical registers which was done through 1928. The Secretary of State has had charge of this publication since the date named above. A law was finally passed in 1948 which makes it legal that Secretary of State shall compile and publish the official and statistical register. Another law enacted in 1948 provided for the suitable marking of historic sites in the State of Mississippi and created a state historical commission to carry out the provisions of the Act. An Act of 1950 authorized the destruction or disposal of certain state records, papers, etc.; authorized the reproduction thereof by microfilming or other

processes; provided that such reproduction should be admissible in evidence; authorized the State Board of Public Contracts to purchase necessary equipment, supplies, etc., to reproduce such records. A law enacted in 1952 authorized the State Board of Public Contracts and the head of the interested state department, agency, or commission, in their discretion, to destroy certain public records of the State after six (6) years without microfilming the same. The law further states that before any destruction of State records, the same shall be submitted to the department of Archives and History to determine whether the record should be microfilmed for historical purposes and in event it should be microfilmed, the State Board of Public Contracts shall do so.

MISSOURI

1945 An Act authorizing the reproduction of any records by photostating, photographing, or microphotographing; providing for the admissibility in evidence of such reproduced records; providing for the disposal, destruction or archival storage of such reproduced records, etc.

1947 Repeal and reenactment of previous legislation: authorized judges and justices of the several courts of record to keep records of said courts in good order by rebinding, transcribing, reindexing, etc.; authorizes reproduction on film of all public and business records, such reproduction to have force of original at law; and authorizes county courts to direct the sheriff to destroy by burning in the presence of the court certain specifically named documents after five years.

MONTANA

1951 Chapter 77: An Act Relating to Bank Records and Files, etc.:

Banks not required to keep records more than eleven (11) years (with certain exceptions): photographic, photostatic and microfilm reproductions admissible as evidence, but only if originals are not in existence and available; records may be reproduced in regular course of business and originals immediately destroyed

1953 Chapter 93: An Act to amend previous legislation to provide that the records, property, duties and personnel of the custodian of records of the grand army of the republic and the United Spanish War Veterans to be transferred to the State Historical Society and the Society is directed to provide room for the storing and safekeeping of such records and the librarian for the State Historical Society shall be custodian of said archives, records, etc.

Chapter 113: An Act to amend previous legislation: to abolish the Science Commission and to transfer the powers and duties thereof to the State Historical Society; and to amend certain legislation relating to the preservation of Historic Structures, State Monuments, Excavation and Collection of Scientific objects, depository for collections and exportation of scientific material with a penalty enforcement clause. By this Act the Science Commission is abolished and its powers and duties transferred to the State Historical Society and the commissioner of the State land office is authorized on recommendation of the board of trustees of the State Historical Society with the approval of the commissioner of public lands to declare by public proclamation that historic and prehistoric structures and objects of scientific interest situated on lands owned or controlled by the State of Montana shall be State monuments; that permits may be granted by the Commissioner of Public Lands on recommendation of the board of trustees of the State Historical Society with the approval of the Commissioner of Public Lands for excavating and collecting scientific objects; that the State Historical Society shall be or designate depository for collections; and forbids the exportation of historic and scientific material from the State except with the permission of the board of trustees of the said Society and provides penalties under law for the enforcement of the Act.

Chapter 100: An Act relating to the preservation of Business and public records by the preparation of photographic copies thereof, providing that the originals thereof may be destroyed under certain conditions and that such copies may be used in place of the original - authorizing the use of reproduction and destruction of original in the regular course of business unless held in a custodial or fiduciary capacity or unless its preservation is required by law. Such reproduction is as admissible in evidence as the original itself whether the original is in existence or not.

1953 cont'd Act 189

An Act authorizing the disposition of certain obsolete State records and creating a committee to select such records; relating to the establishment of a microfilm division in the Historical Society of Montana, specifying the powers and duties of the librarian of the Historical Society in relation thereto and making an appropriation therefor - i. e.:

The librarian is directed to destroy State records more than ten (10) years old determined to be of no further value when authorized in writing by the unanimous vote of the newly created State Records Committee composed of the librarian, the attorney general, Secretary of State, State examiner, State Comptroller and State auditor. All departments are directed to furnish upon request of the Committee lists of records which in the judgment of the head of the department are of no further value. Bill also authorizes the librarian to establish a microfilm division to preserve State records required or permitted by law to be preserved, but certain records - specifically any claim, warrant, voucher, bond, or treasurer's general receipt, may not be destroyed by any county,

city or town officer. \$20,000 was appropriated for the establishment and maintenance of the division in 1953-54 and \$11,000 in 1954-55 and the librarian is authorized to acquire necessary equipment, provide suitable space, and employ such personnel as may be necessary for the operation of the division .

NEBRASKA

1953 1954 is Nebraska's Centennial year. The Nebraska legislature of 1953 created a Centennial Commission, giving governor power to appoint 12 or not more than 20 to the Commission. The Commission is to decide upon the proper way to celebrate the Centennial. The Superintendent of the Nebraska State Historical Society was named a member of the Commission. L. R. 7. There was an order by the Governor that certain State records are to be microfilmed.

NEVADA

1943 Section 1. Any State, County, municipal or other official is hereby authorized and empowered to turn over to the Nevada State Historical Society for permanent preservation therein all obsolete official books, records, documents, original papers, newspaper files, and printed books not in current use in his office; provided, however, that a State officer shall have first obtained the consent and approval of the Governor, a County officer the consent of the board of county commissioners, a municipal officer the consent of the city council, and any other officer shall obtain the consent of the department head under which he operates. When so surrendered, copies therefrom shall be made and certified by the executive officer of the Nevada State Historical Society upon the application of any person interested, which certification shall have all the force and effect as if made by the officer originally in the custody of such records, and for which the same fees shall be charged, to be collected in advance. Historical Society to handle obsolete official documents. Statutes of Nevada 1943, p. 91.

NEW HAMPSHIRE

1953 (No legislation of interest to Archives)

An Act relating to destruction of documents, checks and papers in the State Treasurer's files - authorizes destruction after seven (7) years without reproduction, after two (2) years if reproduced, upon approval and in the presence of a committee of the council.

An Act relative to the destruction of records of public

weighers - records may be destroyed after ten (10) years.

NEW JERSEY

1953 (Currently before the Assembly with suggested amendments after veto by Governor Driscoll An Act (Assembly Bill No. 538) concerning the destruction and unlawful possession of public records (revision and repeal of previous legislation):
Written consent of Bureau of Archives and History must be obtained for the destruction or disposal of any public record, such consent to be governed by the regulation of the State Records Committee to consist of the State Treasurer, the Attorney General, State Auditor, Director of the Bureau of Archives and History, and (by amendment) the Director of the Division of Local Government in the Department of the Treasury. Special provisions relate to the destruction of bonds, etc. The Bureau is authorized to establish standards and procedures for record duplication and may demand any public record.

1953 Passed
An Act concerning certain papers and records on file in the offices of the county clerks and registers of deeds and mortgages - specific types of documents listed with various time limitations before destruction - but in no case without sixty (60) days written notice to Superior Court Assignment Judge, the County Judge of the County, and the Division of State Library, Archives and History in the State Department of Education.

Also passed
An Act concerning the destruction or other disposition of certain papers on file in the offices of the county clerks, i. e. specific court records - may be destroyed after twenty-five (25) years upon authorization of Superior Court Assignment Judge.

NEW MEXICO

1947 Only recent legislation is:
An Act providing for the microfilming of public records, the preserving of said microfilm copies, and subsequent destruction of the original records - authorizes authentic reproduction of records by any public officer and declares such reproduction to have the force of the original at law. And thereafter such records may with the approval of the State Comptroller be destroyed provided that one copy is kept at the place of original record and one copy is placed in the office of the Secretary of State and that no original may be destroyed until it has been a matter of public record for five (5) years or until it has been audited by the office of the State Comptroller.

NEW YORK

1953 An Act to amend the education law, in relation to disposition of records of dissolved school districts - such records to be filed with the clerk of the successor district.

An Act to amend the public officers law, the personal property law, the lien law, and the Civil practice act, in relation to destruction of old public files and records of chattel mortgages and conditional sales - purpose is to provide a statutory rule, determining when chattel mortgages and conditional sale contracts no longer have sufficient legal value to warrant their retention and requiring the consent of the Commissioner of Education.

An Act to amend the education law, in relation to the destruction of public records - requires the consent of the Commissioner of Education prior to the destruction of public records by any officer of any county, city, town or village or other political subdivision except in any city with population of one million or more; and gives the Commissioner the power to consent to the special disposition of records of a public corporation provided that authentic reproduction of the records has been made in accordance with law.

NORTH CAROLINA

1953 Amendment to organic law of 1945 Re: disposal of useless county records. Amendment relieves county officials of any liability for destruction or disposal if action was carried out in accordance with provisions of law of 1945.

NORTH DAKOTA

1953 Appropriation bill for \$6500 for microfilm equipment for the State Historical Society.

OHIO

1945 An Act to Create the State Records Commission and to define its powers and duties:

- (1) Includes all records of any sort in the custody of any State official or agency
- (2) Commission composed of State Librarian, State Auditor and Attorney General
- (3) Commission shall have power to authorize disposal

through Supt. of Purchasing and Printing of records 6 or more years old by action upon formal application from official or agency with certain restrictions (i. e. 60 days after authorization; request for transfer to Library, Museum, etc.; other laws relating to specific records, etc.

1951 Photostatic; photographic or microfilm process of recording; duplicates, legal status:

Authorizes reproduction of any record by such process at the discretion of the legal custodian and gives such reproduction the same force and effect at law as the original.

OKLAHOMA

1953 A joint Resolution relating to the storage of records in the BUILDINGS LOCATED WITHIN THE CAPITOL AREA IN OKLAHOMA CITY. TO THE USE OF STORAGE SPACE IN SUCH BUILDINGS, TO THE PROPER UTILIZATION OF SUCH STORAGE SPACE THROUGH METHODS OF DISPOSING OF SUCH RECORDS:

To implement and make more effective an Act passed in 1947 (creating Archives and Records Commission with limited authority to dispose of the Records and Archives of the State, five or more years old). Directs the Secretary of the Commission within thirty days to begin a complete survey of all State records and to list for the department head all records, classified; to be (a) retained (b) destroyed, and (c) microfilmed; to report to the Governor and legislature any failure to comply with his recommendations; to authorize use by the Secretary of money received from disposal for advancement of the program.

OREGON

1953 An Act Relating to the Disposition of Records by State Agencies; creating new provisions; etc. (not applicable).

Grants continuing authorization for disposition of State Records by the State Board of Control and provides for periodic review of authorization by State Auditor and State Archivist.

PENNSYLVANIA

New edition of Administration Code published in 1952 includes the two Acts under which the Pennsylvania Historical and Museum Commission operates.

1937, 1947 Authorizes the disposition of useless records (dating back 4 or more years) by the heads of departments upon the certifi-

cation of the Executive Board and the Pennsylvania Historical and Museum Commission.

- 1941, 1943 Authorizes any department with the approval of the Executive Board to have microfilm records made which shall have full force at law.

RHODE ISLAND

- 1944 An Act Creating a Committee on Accounts and Records - to consist of the Chairman of the Finance Committee of the Senate, the Chairman of the Finance Committee of the House of Representatives and the Director of the Department of Administration.
- 1952 An Amendment to the above Act authorizes any department head after consultation with the officials of the Department of Administration charged with the responsibility of establishing a records management program to destroy useless records and to store in a records center records in inactive status.

SOUTH CAROLINA

- 1953 A bill is presently before the General Assembly which may be cited as the Public Records Act. It establishes a department to be called the South Carolina Public Record Department (to replace the present Historical Commission) under the control of a Public Record Commission composed of four ex-officio members (heads of the Department of History of the four State Colleges or Universities) and three officio members to be elected one each by the South Carolina Historical Society, the American Legion, and the South Carolina Historical Association. The Commission will be the policy making body and will appoint an executive Director. A Public Record Council composed of the Secretary of State, the State Auditor, and the Attorney General will aid and advise the Commission and act upon the recommendations of the Commission regarding the destruction of useless records. The bill authorizes the Commission to requisition all State Public Records prior to 1865 to accept the transfer of State and County records not needed in current transactions. The Director, or any State officer, or any county officer with the consent of the governing body of the county may recommend the destruction of any useless records to the Commission and if approved they shall be referred to the Public Record Council who upon approval of the recommendation shall issue a certificate authorizing the destruction of the records.
- There are also several other provisions of interest in the bill.

SOUTH DAKOTA

- 1953 Legislature appropriated money for the Department of History for microfilm equipment to transfer historical records to microfilm including over 500 South Dakota newspapers, current and extinct.

TENNESSEE

- 1951 An Act to provide for the creation and establishment of a State Library and Archives Commission, etc. ;
- Created a Commission of seven members appointed by the Governor for overlapping terms of six years to establish policies governing the administration of the State Library System; to develop a State Library Program, to appoint as chief administrative officer a State Librarian and Archivist.

TEXAS

- 1953 A section of the general appropriation bill authorized the State Library to process, catalog, and store records of State departments.

UTAH

- 1951 An Act Amending Acts of 1943 and 1945:
Authorizing the State Historical Society to consult with the Attorney General and the legal custodian of any State records and upon unanimous agreement to dispose of records having no legal, administrative or historical value; setting standards of materials used in public records; authorizing legal custodian to make and certify copies by photograph, microfilm or similar process which shall have full force at law; providing for cataloging, protection, preservation, arranging and displaying of records by State Historical Society; authorizing publication of historical material; establishing Board of Control to carry on work of the Society through State Archivist and Staff and to purchase microfilm and photographic equipment.

VERMONT

- 1953 An Act to amend previous law: authorizing the microfilming of executive correspondence on file in the office of the Secretary of State and its preservation by the Public Records

Commission; and an Act to provide for uniform photographic copies of business and public records as evidence.

VIRGINIA

- 1940 Basic law reenacted and amended - relating to the deposit of certain public records in the State Library and the making of copies thereof; and prescribing the conditions under which certain records may be destroyed; Prohibits destruction of State records except with consent of State Librarian and State Comptroller; authorizes transfer of any records to State Library upon request of department and consent of Librarian; authorizes State Librarian to requisition any records prior to and including 1865 for purposes of photo-duplication; and retention of any records (except will and deed books) prior to and including 1865 if such records are not properly cared for.
- 1952 An Act to amend previous Acts relating to State Land Office Records - takes away certain administrative functions connected with the land office, such as the issuance of Treasury Warrants and Land Grants, and leaves the land office records in the custody of the State Library as historical records for the purposes of research.

WEST VIRGINIA

- 1953 An Act which requires the Department of Archives and History to distribute to all institutions of higher learning within the State two copies of all State printed material. (note: has not proven practical or popular and may be repealed).

WISCONSIN

- 1951 Chapter 44 of the 1951 Wisconsin Statutes, titled State Historical Society and Local Historical Societies, is the basic law and includes three sections relating to Archives Section 44.08 titled records of State officers establishes under the State Historical Society a permanent committee on Public Records to consist of the Director of the said Society (an official agency and trustee of the State), the Attorney General and the State Auditor. This Committee passes upon the requests of State departments or agencies for permission to microfilm and for destroying or disposing of records. The State Historical Society is designated as the ultimate depository of the State Archives. Sections 44.09 and 44.10 authorize the deposit of county, local and court records with the Society and the establishment by the Society of regional depositories.

Note: An item of rather peculiar interest is the inclusion, in the section dealing with the duties of the Society, of a statement directing the Society to "take an active interest in the preservation and use of the non-current public records of historical importance of counties, cities, towns, school districts and other local government units". Work is currently under way on a schedule for handling all local records.

WYOMING

1953

An uniform Act to provide that photographic copies of business and public records be admitted in evidence in any judicial or administrative proceedings.

An Act titled Transfer of Records to Archives and Historical Department; Authorizes Director of State Archives and Historical Department to negotiate for the transfer of records from any public officer of the State or its political subdivision, directs him to make records (not restricted by law) available to the public and furnish certified copies which shall have force at law; and gives him the right to examine and report to the State Library, Archives and Historical Board on their condition causing the custodian to put them in the custody and condition prescribed by law and to adopt sound practices in regards to materials, facilities, etc. Records unanimously determined to be of no legal, administrative or research value by the Director of the State Archives and Historical Department, the Attorney General, and the head of the department or agency concerned shall be disposed of by such methods as these officers specify.

WASHINGTON

- 1951 An Act amending previous legislation relating to disposition of obsolete records; establishes a committee composed of the Director of Budget, State Auditor, Secretary of State, Attorney General, State Librarian and a representative of the History Department of the University of Washington. (Note: State Archivist acts as executive secretary). This committee determines what records are to be destroyed and authorizes such disposition upon majority vote. Copy of authorization and authenticated list filed in office of Secretary of State. Also authorizes county governments to destroy certain records approved for destruction by State Auditor provided that such records have been photo-duplicated or are 10 years old.
- 1953 Reorganization bill defeated.

The
CHICAGO CONVENTION BUREAU, Inc.

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May 12, 1953

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

We realize that constant inquiries from cities about your future conventions can be most annoying, nevertheless, in the interest of keeping our files current, we would appreciate it very much if you could tell us when and where the next meeting of the Society of American Archivists will be held.

During 1951 you told us that your membership was attempting to establish the policy of meeting only in Washington, D. C., and we are now wondering if anything has been decided in this connection.

May we please hear from you?

Cordially yours,

CHESTER A. WILKINS
Executive Director

brl

File:

Chicago Convention Bureau

May 19, 1953

Mr. Chester A. Wilkins
Executive Director
Chicago Convention Bureau
134 North LaSalle Street
Chicago 2, Illinois

Dear Mr. Wilkins:

The 1953 meeting of the Society of American Archivists is being held in Dearborn, Michigan, in September. The attempt to establish the policy of meeting in Washington, D. C. was voted down by the membership of the Society last year.

It has been the policy in the past to meet in the middle west about once in three years, and to meet the other years some where along the east coast, since the preponderance of membership is in the east.

I am no longer an officer in the Society and therefore may not always be able to give you inside information about future conventions. The present Secretary of the Society is, Dr. Roger Thomas of the Maryland Hall of Records, Annapolis, Maryland. He has refused renomination for next year and I have no idea who the new Secretary will be. We will be glad to have you write us at any time for such information as we may have concerning any future meetings of the Society of American Archivists.

Sincerely,

MARGARET C. NORTON
Archivist

MCM/wi

The
CHICAGO CONVENTION BUREAU, Inc.
MAYOR MARTIN H. KENNELLY OTTO K. EITEL CHESTER A. WILKINS
Honorary Chairman President Executive Director
134 NORTH LA SALLE STREET • CHICAGO 2 • TELEPHONE ANdover 3-4190



May 22, 1953

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you so much for your letter of May 19th and we do appreciate the information you have given us regarding meeting plans of the Society of American Archivists.

We are indeed happy to know that your membership decided against Washington, D. C. , as a permanent meeting site and hope some time in the not too distant future to entertain one of your conventions.

Are we correct in the assumption that since the 1953 meeting will be held in Dearborn, Michigan, the midwest will not be considered as the scene of your conventions until 1956?

Any information you might care to give us at this time will, of course, be greatly appreciated.

Cordially yours,

Chester A. Wilkins
CHESTER A. WILKINS
Executive Director

brl

May 27, 1953

Mr. Chester A. Wilkins
Executive Director
Chicago Convention Bureau
134 North LaSalle Street
Chicago 2, Illinois

Dear Mr. Wilkins:

As we wrote you before we have no information regarding the meeting plans of the Society of American Archivists beyond the present year. The Council of the Society determines the place of meeting on the basis of invitations received and the expressed desire of the members. We might say, however, that to date the Society has always had as its host an Archival Agency in some State. However, several of the prominent members of the Society have suggested that it might be desirable to go to some resort and not necessarily to have a host. However, it is nice to have the social activities and hospitality which a member institution could give to us.

So far as we are aware Chicago has no institutional members. If you are still interested we suggest that you communicate with the present Secretary of the Society, Dr. Roger Thomas, Box 131, Annapolis, Maryland.

Sincerely,

MARGARET C. NORTON
Archivist

MON/wl

November 23, 1953

Dr. Henry Edmunds, Secretary
Society of American Archivists
Ford Archives
Dearborn, Michigan.

Dear Henry:

Mr. Alvin Rountree of my staff is interested in becoming a member of the Society. I do not seem to have any membership blanks. Will you please send him one?

Are you coming to the American Historical Association meeting at Chicago? So far as I know now, I shall not be able to get away from here for it. If you do come, we would be delighted to have you come down here for a short visit at the Archives. As I recall, you have not been here.

We are still mulling over all the pleasant things which happened at the Detroit meeting. You were the perfect host.

Sincerely,

MARGARET C. NORTON
Archivist

File: [unclear]

Reserve Officers Association Of The United States

NATIONAL HEADQUARTERS

~~2517 Connecticut Avenue, N.W.~~

~~WASHINGTON 8, D. C.~~

CAPTAIN VICTOR GONDOS, JR.
NATIONAL HISTORIAN

Phone: ADams 0434

4201 Massachusetts Ave., N.W.
Washington 16, D.C.

MISS MARGARET NORTON
Archivist, Illinois
State Library,
Springfield, ILL.

Dear Margaret:

Dorothy, my wife, and I are starting on a vacation trip tomorrow (would have started today except for the heat), and we expect to be in the Detroit area in time to attend the annual meeting of the SAA. Hope we can see you there, as this is the first time since the Colorado meeting in 1947, that the Society holds sessions early enough in September so Dorothy can come along.

Am enclosing my tenth annual report as chairman of the Archival Buildings Committee, as you were one of the original members, and I have a brief summation of the activities of the past decade. Maybe a service certificate might be in order.

I hope you have been feeling well, and doing what you best like to do.

Cordially,

Victor G. G.



HIRE HANDICAPPED
IT LINE



THIS SIDE OF CARD IS FOR ADDRESS

Miss Margaret C. Norton
Archivist
State Library
Springfield
Ill.

OCT 28 1953

R. R. BOWKER CO.
62 WEST 45th STREET
NEW YORK 19, N. Y.

Library Journal
Oct. 27, 1953

Are these the SAA officers: pres., Wayne C. Grover; v.pres., Ernst Posner; sec. H.E. Edmunds; treas., William D. Overman? And for each officers, will you please supply professional connection and address?

Thank you....

Gertrude Wolff
Associate Editor, Lj

October 29, 1953

Miss Gertrude Wolff
Associate Editor
Library Journal
R.R. Bowker Co.
62 West 45th Street
New York 19, N.Y.

Dear Miss Wolff:

The new officers for the Society of American Archivists are as follows:

President: Wayne C. Grover, Archivist of the United States,
The National Archives, General Services Administration,
Washington, D.C.

Vice President: Ernst Posner, Dean, Graduate School of
Social Studies, American University, Washington, D.C.

Secretary: Henry Edmunds, Archivist, The Ford Archives,
Dearborn, Michigan

Treasurer: William D. Overman, Archivist, The Firestone
Archives and Library, Akron, Ohio

New Member of the Council: Leon de Valinger, Jr., State
Archivist, Public Archives Commission, State of
Delaware, Dover, Delaware.

Sincerely,

MARGARET C. NORTON
Archivist

From The Desk Of: Margaret Norton



Date: November 3, 1953

To: Miss Rogers

Subject: Committee

President Wayne Grover of the Society of American Archivists has appointed a special committee on standards for archivists, comprising the past presidents of the Society, of which I am one. The chairman of the Committee is Dr. Solon J. Buck of the Library of Congress. As this is a matter of concern to us, I wish permission to serve on this committee.

Margaret C. Norton

Archivist

*OR
G*



30 Nov 53

THE DENVER AND RIO GRANDE WESTERN RAILROAD COMPANY

DENVER 1, COLORADO

D. K. TAYLOR
SUPERVISOR OF RECORDS

January 7, 1953

Miss Margaret C. Norton
Illinois State Library
Springfield, Ill.


Dear Margaret:

No, I had long since decided that you could not find an appropriate doll in Kentucky. It seems so odd that such things are hard to find in the locality they are supposed to originate in. However, I know it is true.

Yes, I remember Emma Scheffler ~~married~~ well and am pleased to know that Miss Rogers would be willing to have her take on the Secretaryship for the organization. The place is still open to suggestion and it will probably be some time yet before we make any decisions. I will certainly keep in touch with you and if you have any further suggestions be sure to let me know.

Thank you so much for the picture of your new home at Springfield Lake. I know how much you are enjoying it.

Sincerely yours,


Dorothy K. Taylor

THE DIRECT CENTRAL TRANSCONTINENTAL ROUTE

*File under
Society of American Archivists*

THE DENVER AND RIO GRANDE WESTERN RAILROAD COMPANY

DENVER 1, COLORADO

D. K. TAYLOR
SUPERVISOR OF RECORDS

May 6, 1953

✓ Miss Margaret C. Norton
Mr. Leon DeValinger

Dear Nominating Committee Members:

Again the time has arrived to start work on nominations for the Annual Meeting of The Society of American Archivists.

Enclosed is rough draft of a circular to be sent to all members. I shall arrange to have it duplicated and sent to Roger Thomas for mailing.

Please send me your suggestions or approval as soon as possible so that we may mail them at an early date.

Best regards,

Dorothy K. Taylor

Dorothy K. Taylor
Chairman Nominating Committee

*File with:
Society of American
Archivists*

May 6, 1953

Mr. William D. Cronman
31 Hall Avenue
Alhambra 3, Ohio

Dear Mr. Cronman:

The Society of American Archivists appreciates the work you have done as our ~~past~~ Treasurer this past year.

As you know, it has been the practice for the Treasurer to be re-nominated. Fully appreciating the work involved, we still would like to have your nomination to again place your name on the slate for re-election.

May we have your answer just as soon as possible so that the questionnaires may be forwarded to the members at an early date.

Sincerely,

Margaret G. Norton
Leon DeValinger
Dorothy K. Taylor, Chairman
Nominating Committee

cc: Mr. Roger Thomas
✓ Miss Margaret G. Norton
Mr. Leon DeValinger

May 13, 1953

Miss Dorothy K. Taylor
Committee on Nominations
Society of American Archivists
Rio Grande Building
Denver, Colorado.

Dear Dorothy:

My first choice for president would be Leon de Valinger, but since he is on the Nominating Committee I suppose he is out. I therefore suggest Wayne Grover for President.

I do not know whether he would accept, for Secretary I would suggest Father Henry J. Brown of Catholic University. I think we should have someone in or around Washington if possible. Other possibilities there might be Robert Bahmer, Martin Claussen or Oliver Holmes. I think Dolores Rense would be a dynamic person for the job, but not handy geographically.

Among those I would suggest as possibilities for Vice President and/or member of the Council: Herbert Kellar, D.L. Gerbitt, Emmett Leahy, David Duniway, Ernst Posner

For council member I would suggest, in addition to the above: Howard Eddy, Jesse Boell, Lola Homsher, Philip Hamer, Lucille Kane, Paul O'Brien, Mary Given Bryan, Frank Burton, Herbert Angell, Edna Jacobsen, Herbert Angell, Roger Mc Donough.

The selection will need a geographical balance, but I think the above are people who should be in line for recognition.

I'll be glad to discuss this further with you when you have had replies and suggestions from others.

Sincerely,

MARGARET C. NORTON
Archivist

Wire sent Aug 12, 1953

THE DENVER AND RIO GRANDE WESTERN RAILROAD COMPANY

DENVER 1, COLORADO

D. K. TAYLOR
SUPERVISOR OF RECORDS

August 10, 1953

Dear Margaret,

Pardon the hurry but I have to get the slate to Detroit immediately for them to enclose it with literature so that we may save mailing costs on it.

The ballots tabulated as follows:

President Wayne Grover

Vice-President Ernst Posner (close second—Leon deValinger)

Secretary Emmett Leahy (close second—Dolores Renze)

Treasurer Wm. Overman

Council Henry Edmunds

I think it is very good as stands with the exception that there is no woman and no one from the far West. However Dolores is too far away for secretary and there seemed no other woman favored at all.

I do not have a new address for Ed Leahy so could not ask him whether he would accept Sec. If he cannot I would suggest Edmunds and Leahy for Council. I feel sure Edmunds could take it with all the help he could have.

Please answer ~~in 1~~ QUICK.

Wire

Sincerely,

Dorothy K. Taylor
Rio Grande Railroad
PO Box 2040 1531 Stout St.
Denver, Colorado

THE DIRECT CENTRAL TRANSCONTINENTAL ROUTE

THE DENVER AND RIO GRANDE WESTERN RAILROAD COMPANY

DENVER 1, COLORADO

D. K. TAYLOR
SUPERVISOR OF RECORDS

August 14, 1953



Miss Margaret C. Norton
Illinois State Library
Springfield, Ill.

Mr. Leon de Valinger
State Archivist
Dover, Delaware

Dear Committee Members:

In accordance with and the results of ballots submitted to our members, and by the majority vote of the nominating committee, the following is the slate of nominees to be presented to the members of the Society of American Archivists at their annual meeting to be held in Detroit, Michigan, September 13-15, 1953:

For President	- Wayne Grover
For Vice President	- Ernst Posner
For Secretary	- Henry Edmunds
For Treasurer	- William Overman
For Council	- Emmett Leahy

Sincerely yours,

Dorothy K. Taylor
Chairman
Nominating Committee

cc: Wm. McCain
Roger Thomas

THE DIRECT CENTRAL TRANSCONTINENTAL ROUTE

THE DENVER AND RIO GRANDE WESTERN RAILROAD COMPANY

DENVER 1, COLORADO

D. K. TAYLOR
SUPERVISOR OF RECORDS

September 7, 1953

✓ Miss Margaret C. Norton
✓ Illinois State Library
✓ Springfield, Illinois

Mr. Leon de Valinger
State Archivist
Dover, Delaware

Dear Committee Members:

In the absence of specific instructions to the contrary I am relying on Roberts Rules of Order in suggesting that two names be presented for three of the five offices in the Nominating Committee Report at the Business Meeting of the Society of American Archivists September 15 at Detroit, Michigan: The Constitution reads in part:....."This committee.....shall make nominations for officers and members of the council, and shall submit its report at the annual meeting at which the election is to take place". The Secretary has approved the procedure.

Because the votes from the ballots were reasonably close in these three instances, and only these three, I felt it might be advisable to present them this way:

President—Wayne Grover
Vice-President—Ernst Posner and Leon de Valinger
Secretary—Henry Edmunds and Dolores Renze
Treasurer—Wm. Overman
Council Member—Emmett Leahy and Geo. W. Spragge

If this does not meet with your approval, please let me know immediately as time is very short for making out the report. I am just out of the hospital for the third time this year, so have been a bit delayed consequently I'll have to go ahead and write the report getting your approval after reaching Detroit. However I would like to hear from each of you before leaving here Friday if possible. I am taking NYC #8 from Chicago on Sat. Sept. 12 arriving Detroit 8:40 PM Sat. eve. and will go directly to the Park Shelton.

Sincerely yours,

Dorothy K. Taylor
Chairman

THE DIRECT CENTRAL TRANSCONTINENTAL ROUTE

September 9, 1953

Miss Dorothy K. Taylor, Chairman
Committee on Nominations
Society of American Archivists
Park Shelton Hotel
Detroit, Michigan.

Dear Dorothy:

I am sorry indeed that you have been hospitalized again. It always seems as if one bout with the doctors calls for another. Doctors used to talk to me about "nerves" but now I have reached the age where they come out with something tangible.

Since the slate for nominations was mimeographed and circulated to members along with the programs, it seems to me that the Nominating Committee's alteration of the announced slate at this last hour would be taken as an insult. I think the proposed alternates would be equally satisfactory, but I think we are committed on paper and I for one would not be willing to sign the proposed amendment. Perhaps in your report you could tactfully say, what chairmen have announced before, that the number of names proposed was very close and that we selected the one having the larger number of votes, but as a matter of information the runners-up were as follows. Then if anyone wanted to make nominations from the floor that could be done, but we had better, I think, stick to our original announcement.

Just at present I do not know just when I shall arrive in Detroit. I had planned to fly, but a recent bout with Meniere's disease (the balancing mechanism in the inner ear) makes my physician a little dubious about my going that way. I may get there early Saturday morning if I can get a train out of Detroit, otherwise my plane is scheduled to get there Saturday afternoon. I too shall be staying at the Park Shelton.

Sincerely,

The Society of American Archivists

WILLIAM D. MCCAIN, PRESIDENT
DEPARTMENT OF ARCHIVES AND HISTORY
JACKSON, MISSISSIPPI

WILLIAM D. OVERMAN, TREASURER
31 MULL AVENUE
AKRON 13, OHIO

ROGER THOMAS, SECRETARY
POSTOFFICE BOX 131
ANNAPOLIS, MARYLAND

Jan. 14, 1953

Miss Margaret C Norton
Archivist
Illinois State Library
Springfield, Ill.

Dear Miss Norton:

On preparing to file before the horde of past letters gets me, I find I have been singularly remiss in not answering either your letter of November 26 or those of Dec. 9 and 19th. But, at anyrate, we saw you at the Mayflower and your gracious remarks in response to Col McCain's presentation of the certificate of honorary membership revived the hope that someone soon would issue a short note on Dr. Paitsits in our quarterly. Did Karl speak to you? I just wrote Mrs. Minsch, Dr. Paitsits' daughter who lives in the West. Maybe you knew her?

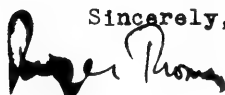
It is good of you to say such kind things about my term as secretary. I am sure Miss Taylor and her colleagues on the Nominating Committee can do much better, both in quality and longevity.

After seeing the picture of your pleasant home on Lake Springfield, I take with some qualifications your comment on becoming "Mr. Chips." It is not the intention of the Society to let you sit back in pure idleness though I know you desire and deserve less strenuous tasks. Perhaps Col. McCain has already written you of a new undertaking some four or five are to help him with, namely, a committee on Revision of the Constitution. He is to be chairman. If he doesn't write you shortly and in meantime you have some good thoughts on changes--Miss Chatfield who will also be on the committee is to publish some of her ideas shortly--let our president know. His address will now actually be as given above; by Feb. 1st he will certainly be there permanently.

We hope you can give us this time; divided among many, the job should not be too time-consuming

With good wishes for 1953

Sincerely,

 , Secretary.

January 20, 1953

Dr. Roger Thomas, Secretary
Society of American Archivists
Postoffice Box 131
Annapolis, Maryland

Dear Roger:

Although I have no intention of shirking my duty to the Society of American Archivists, I am afraid I shall have to refuse to serve on President McCain's committee on the Revision of the Constitution. This matter has been a controversial, in the society for some years. I was on the original committee which drew up the original constitution and frankly I am not in too much sympathy with those who are now proposing to amend the constitution. On the other hand I am not minded to oppose modernization, if it is the desire of the membership to make changes. I feel that I have been too close to the issues to be entirely objective. I therefore request that my name be withdrawn from the list of proposed members of the new committee.

Karl did ask me about a note on Dr. Paltsits for the American Archivist. Although we were fairly close friends during his later life, I really do not know too much about his career. I know that he was very kind to me when I began work at Illinois but I do not know too much about him otherwise. He was a man of strong feelings and I believe had strong opposition from time to time. I know that the controversy over jurisdiction, which resulted in his being dismissed as State Historian of New York, has persisted to this day. I am inclined to think that someone like Solon Buck or Waldo Leland would know more about his contributions than I, on the other hand I am not sure about their personal relations with Paltsits. In other words I have not yet definitely decided whether or not I should be the one to write the tribute. As soon as I find time, I shall get out some of the early proceedings of the Public Archives Commission. After reading them I will decide more definitely.

Sincerely,

MARGARET C. NORTON
Archivist

Roger Thomas

April 29 1953

Box 131, Annapolis, Maryland

My dear Miss Norton -

The squirrel cage of a society secretary never ceases to revolve, hence my slowness in responding to the fine article in the last issue of the American Orchidist. It reminds those who knew him of Victor Hugo and brings the real flavor of his personality to those unhappy ones who didn't know him. Thanks for it!

I wonder if his daughter wouldn't like to see it. Do you know her present address - Mrs Fred MISEH, 3300 E. Pershing Road, Lincoln, Nebraska.

Sincerely, Roger Thomas

P. S. Has word reached you that I was married Oct. 21 to Elizabeth Meade? She has been an SAA member many years - R.T.

May 2, 1953

Dr. Roger Thomas
Box 131 Annapolis, Maryland

Dear Dr. Thomas:

Congratulations upon your marriage to Elizabeth Meade. I had not heard it until I received your recent note. I have always been interested in her, especially since you took the examination for assistant archivist here some years ago. Something held up the appointment until she had taken another position. We have always been sorry we did not get her. However, it was probably Kismet.

Thanks for your comments on my article on Dr. Paltsits. This was a difficult thing to write, for, while I personally was always fond of him, he was so often involved in controversies especially in that Albany affair, that I felt I had to tread on eggs. Yes, I think his daughter should be sent a copy, but I had no reprints made and so cannot send her one myself. Does the Secretary have any copies for such distribution? We could have a photostat made here, but she should really get an original copy. Does the editor take care of such matters? I did when I was editor, but I don't know who handles it now.

Sincerely,

May 7, 1953

Dr. Roger Thomas
Box 131
Annapolis, Maryland

Dear Dr. Thomas:

Just a note to say that copies of my article on Dr. Paltsits have been sent me by Dr. Karl Trever, and I have sent five copies to Mrs. Wisch.

Sincerely,

MARGARET O. NORTON
Archivist

MON/wi

Roger Thomas

Sept. 1, 1953

Box 131, Annapolis, Maryland

My dear Miss Norton

I thought you might like to look at Mrs. Musch's letter. You can return it for our file later. It is the only reply ever received, in my term of office, to our official expression of regret.

Since I once spent 20 years in this area and have a brother and several nephews here, I came on a bit early for the meeting. I can't expect to be of much help to our present Local Arrangements Committee for they are organized with the general Ford Comt. on the celebration of the first fifty years and have, I think, everything in hand. However I intend to phone Mr. Edmunds and

Adventer; yet now I am only a few miles from Fairbairn and can easily go over.

The "state" in which you and Miss Taylor concurred will, I think, be satisfactory to all members. I am pleased in Dr. Grover's selection for, if all goes well, we should meet at his archives in '54.

Trusting I may see you ere long, I am

Yours sincerely,

Roger Thomas

SEP 10 1953

1004773

Dr. Reger Thomas
Box 131
Annapolis, Maryland

Dear Dr. Thomas:

Thank you for letting me see Mrs. Misch's letter. As a matter of fact I have not had acknowledgment from her of the copy of my article about her father. I am glad to have her address and am writing to her because her father and I were very close friends for over 30 years. I am returning her letter to Annapolis though I will probably be seeing you before this reaches you.

Sincerely,

MARGARET G. NORTON
Archivist

MCN/wt

February 10, 1953

Dr. Karl L. Trever, Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Karl:

Here at last is my obituary on Dr. Paltsits. If you have given me up as author and have invited someone else to write it, just throw this into the waste basket.

Our biennial report came out today. This time, for the first time in many years the archives report was not buried as a paragraph or two in the State Library report. I am sending a copy to you for review.

Sincerely,

VICTOR HUGO PALTSITS

1867-1952

"The conscience of public officials is too often blunt in relation to inactive materials under their charge, because they look too generally upon their records from the standpoint of immediate practical use in administration. The reason why so much has been lost and is now being neglected or destroyed is that there is a natural tendency of men to neglect or destroy such things as are not useful to themselves, or which for the moment seem to have passed their usefulness. For this reason every enlightened government owes it to itself and posterity to enact proper laws for controlling the situation, and should intrust the prosecution of the task to some one who has the instinct, sympathy, conscience and ability to grapple with it."

This contemporaneous sound paragraph is taken from the address by Victor Hugo Paltsits to the first open meeting of the Public Archives Commission of the American Historical Association held in New York City in December of 1909.¹ The subject of this paper was "Tragedies in New York's Public Records".

Most of the paper was devoted to a detailing of losses to State and local records over the years, but the immediate tragedy to which Dr. Paltsits was alluding was not the Albany fire which destroyed so many manuscripts belonging to the New York State Library - that did not occur until two years later. He was reporting the recent defeat of the bill to reorganize the office of the State Historian of New York, the post which he had been holding for two years. Included in his plan was authority for the State Historian to inspect the public records in State and local governmental agencies and the requirement that the State

Historian be notified when records were to be destroyed as obsolete. The State Commissioner of Education proposed a substitute bill which omitted the provisions concerning records and would have abolished the State Historian as an independent executive in the administrative department and his subordination under the Department of Education. Both bills failed of passage. The next year Dr. Paltsits again tried to get legislation which would have made possible the creation of a distinct archival agency. The conflict of jurisdiction between the State Library which is the legal custodian of State archives and the State Historian who later achieved the power to inspect records but as a subordinate to the Education Department, persists to this date. New York State still does not have a unified archival system. Dr. Paltsits whose 1910 bill was also defeated, returned to the New York Public Library in 1911.

Victor Hugo Paltsits had joined the staff of the old Lenox Library in 1888 and had gone to the New York Public Library when the two institutions were merged in 1895. There, except for those brief but controversial four years in Albany, he remained until his "retirement" in 1941. At the time he left the New York Public Library - he never really retired - Dr. Paltsits had for many years been acknowledged as the foremost American bibliographer of his generation. Indeed, Who's Who in New York says of him that "for continuous cooperation with works of others, he was publicly acclaimed 'unnamed partner in a thousand works that have advanced the learning of this country and the world.'" The long and impressive list of Dr. Paltsits' contributions to American historiography, his many honors and widespread professional interests can be found recorded elsewhere.

To Archivists Victor Hugo Paltsits may well be regarded as the founder of the profession of archivists in this country. He was not by any means the first historian to urge the importance of preserving governmental records through the establish of archival agencies. He himself was never an archivist except in the sense that as curator of manuscripts and later as head of the American History Section of the New York Public Library he had the custody of many documents that ~~that~~ originated in governmental agencies. As a member of the Public Records Commission of the American Historical Association from 1908 to 1924 and as its chairman from 1911 to 1922, however, he had a profound influence upon the development of archival technique in this country. It was he who changed the complexion of the Public Archives Commission from a group of historians who were interested in archives chiefly as historical source materials to the group of custodians of records who attended the annual conferences of the Commission to discuss the practical problems of administering archives. The Public Archives Commission was, as we well know, the parent of the Society of American Archivists.

The Public Archives Commission had been created by the American Historical Association in 1899, first under the chairmanship of William Mac Donald of Bowdoin College and later under that of Herman V. Ames of the University of Pennsylvania under whom Dr. Paltsits first served on the Commission. The Commission undertook as its first and main project that great survey of the archival resources of the various states, a work only partially superseded by the inventories published many years later by the Historical Records Survey. Dr. Paltsits pointed out that, important though that task certainly was, it was not sufficient. Archival agencies must and would be created. Alabama and Mississippi had established

the first American departments of archives and history in 1902; other states were likewise becoming conscious of their responsibilities towards their archives. There were no trained archivists in those days, no archival training courses. The first report of the Commission had noted "the imperative necessity of a more rational and scientific treatment of documentary material in the United States." ²

At the 1912 conference of the Commission Dr. Paltsits outlined the "Plan and Scope of a Manual of Archival Economy for the Use of American Archivists" ³ For several years thereafter, until the First World War interrupted the meetings temporarily, each ~~meeting~~ was devoted to technical problems and an attempt was made to present one or two chapters of the proposed manual each year. Although some half dozen chapters were prepared, the manual was never completed. Space unfortunately does not permit the reproduction here of the outline ⁴ for this first proposed American work on archival economy. A re-examination of this again emphasizes Dr. Paltsits' clear thinking. This might well be the outline for a modern work on the subject. The only topic omitted is Records Management (including disposition of records). In those days there was too much "disposition of records" to suggest that archivists should give countenance to such a procedure. There are these archivists today who maintain that Records Management is a separate profession and that the archivist is a conservator not a destroyer of records and that once more that will be recognized as his true work.

The archives profession honored itself when it made Dr. Paltsits an honorary member of the Society of American Archivists some years ago. Younger archivists may remember him as a witty, genial gentleman of "the old School." Those of us who began our

archival careers before the days of the National Archives and the Archival Institutes at Washington mourn the passing of a staunch friend to whom we turned frequently for his always ready practical suggestions, warm encouragement and philosophical advice.

Margaret C. Norton
Archivist
Illinois State Library

Footnotes:

1. American Historical Association. Annual report. 1909. p.369.
2. "An Historical Resume of the Public Archives Commission from 1899 to 1921" by Victor Hugo Paltsits. American Historical Association Report. 1922 v. 1 p. 153.
3. American Historical Association. Report 1912. p. 253
4. American Historical Association. Report 1912. p. 254.

November 12, 1953

Dr. Karl L. Traver, Editor
The American Archivist
The National Archives
Washington 25, D.C.

Dear Karl:

I have been looking over that article of mine entitled "The Place of Archives in Government" and it is so dated that I am withdrawing my permission for you to print it. After all, it was printed once, several years ago. I do appreciate your wanting it for the American Archivist but I think it best to let it ride. You are doing a fine job as editor and I am not worried about your ability to fill the space.

If you get out to Chicago for AHA cannot you slip down to Springfield? At present I do not expect to attend that meeting.

Sincerely,

MARGARET C. NORTON
Archivist

Fidelity Union Skin

MADE IN U.S.A.

October 8, 1953

Dr. Richard G. Wood
Reviews Editor
AMERICAN ARCHIVIST
4307 Woodberry Street
Hyattsville, Maryland.

Dear Dr. Wood:

Your letter of September 28 requesting me to do a short notice on Georgia Laws Governing Archives, History... was awaiting me when I returned from my vacation the first of this week. I saw this publication at Detroit - in fact brought home a copy for the Archives. I'd like a copy for myself but can use this copy for the notice. There isn't much to say about it except that it is a compilation, but I think I can do something with it for you by your deadline.

Please note that my address at home is now
R.R. #3 South Fox Mill Lane
Springfield, Illinois

Sorry to have missed you at Detroit.

Sincerely,

MARGARET C. NORTON
Archivist

I spent my vacation in New England with several days in your Vermont. I enjoyed the Shelburne Museum immensely. I suppose you have seen it. It is very well done indeed.

OTHER ARCHIVISTS AND LIBRARIANS, 1954

Biggs Station, Belton, Texas.
November 9th. 1954.

Dear Margaret:

I cannot recall that it was two weeks ago yesterday that I drove out of Springfield. It was though.

The return trip, most of the way, was entirely satisfactory. I saw my student at Boies. Her mother had just died so I was extremely glad that I stopped. The colors between Waverly and Texas, really when I left the park, were most beautiful. I never saw them thus before.

On my arrival here I found myself coming down with some most unpleasant variety of a germ or virus illness. I have really been most uncomfortable. Am better now but nothing to brag about.

Your home is beautiful. I can close my eyes now and look over the lake. It is truly a balm for weary nerves. I am so glad that you have it. I did enjoy seeing you again. We must not allow time to slip away between visits again as we did this time.

I had been ill but finally when the last week was dropped into my lap. I saw and Mrs. Townsend, much beloved of the College, died recently - the last year. The question has been hanging fire for

...in as to who would catalogue these
labels. Mrs. J. dates back to 1886. ... the President
Secretary of the Museum and the President of the
... decided to ask me.

It is going to be an interesting task and
more so as ^(the materials) present they are simply skins
... materials. I have that many labels
are missing.

Sensational that was true some time ago
... attempted to steal them.
The institution employing the persons - regularly
and not to do this thing - ... labels returned.
... I am certain that very many
are not there. Some may be the way.

What do you think of the beautiful attack?
I look so through everything into each item
and also in chronological order. This is all (and I
... even make out a list card giving
... and a brief
... statement of content. This is all
... according to content. They are ...
... but not ...

There accordingly. Photographing and group
... should be noted where ... and
... would be ...
... of ... or ...
... yesterday ...

The health record of the girls for a certain period
in a portion of the college. Instead of each girl
the records are in long hand and in ink. I am very
far from knowing how complete the record may be.
It could carry some significant information.

So much for that. Will you remember me and
ask any directions. The permanent one, I suppose,
and only not brook's any. How can any note
be fastened to any stone can it be?

Yes, it is a real tragedy. No effort has been made
to get out destructive suits. Some of the are eaten
more or less away. How can we naturally re-
quire requisition means for such destruction.
But the materials in reasonably safe condition.

It is sent about the best I can do. is black
things. Take the cartons and then but then
in suit and water proof storage. To hire such a
thing as any kind of a cabinet that I can enclose
them in for a period of time to sit eggs & farm. I shall
any and all suggestions are most eagerly accepted.

Course there are many ideas suggesting as to
what should be done. To all of them I am turning a very
dear ear. Let me think things through before I say anything.
Very usual answer

Much of the material is no more. Much of it
is worth very little. I question if it is going to do me

think of what is thought true.

Some are very beautiful as yet is true to many of us.
I feel certain that many of the things which I
see are very certain that many of the things which I
see are very certain that many of the things which I

is to my self I am sure. I am sure I am
not as any of the things which I am sure I am

I must run along now. I am a very busy
meeting. I am sure I am not all ready to
in a matter very badly. I am sure I am not
each I am sure that it is very true for me to go
slowly for some days yet.

Then you are true with me. I am sure
much of your suggestion and true. I am sure
much of your suggestion and true. I am sure
that I am to write you about it. I am sure
and matter. I am sure I am to write you about it.
I am sure that they do not know a thing about it.
I am sure that they do not know a thing about it.

Thanks again for a grand week. I am
am sure a gracious hostess. I am sure I am
I am sure I am a gracious hostess. I am sure I am

Sincerely

Dear my Beauty

November 17, 1954

Dr. Bertha A. Reuter
Baylor Station
Belton, Texas.

Dear Bertha:

Please pardon me if your appeal for suggestions on handling the manuscripts of your late Dean reminds me a little of the following true story. Some years ago a politically appointed "librarian" of the Legislative Reference Bureau instructed his stenographer, "When you have a few minutes sometime run in and have Louise Hoopes, head cataloger of the State Library, show you how to catalog books."

There is so much I'd like to tell you that I'd be writing a book before I got through. I have two suggestions though. One relates to the physical care of the documents, the other to the method of arrangement. On the first score, I am sending you a photostatic copy of an article I wrote some years ago on "Handling fragile manuscripts." (under separate cover)

You ask about the best way to arrange the documents - whether to throw them into chronological order first of all. No, not first, because that may separate enclosures, etc. First of all, go through the papers bundle by bundle to get an idea of what the general contents are. Number each bundle (by bundle I mean papers folded together or tied together). Then number each paper in each bundle. A bundle would read: 1-9, for instance, meaning bundle 1, paper 9. Do this lightly in pencil in the same relative position on each page. Then when you come to arrange the papers in some chronological or other sequence, you can see the relationships between them. You will find that lots of documents tied together seem to have little connection, but bundles later you may find some explanation for this curious juxta position. Then if you decide to put them back into the original order, you can do so because of your numbering system. Do this numbering first of all. Then you will find that you have become sufficiently familiar with the contents to make some classification. Often the chronological order is the safest arrangement, but I would guess that a Dean's papers would fall into a number of categories - personal papers, correspondence, etc. with faculty, curriculum, relations with student bodies, relations with individual students and with alumnae. Nobody can advise on such points without studying the collection. I would clip notes as to contents on the papers. Name of writer of letter, address, name of addressee, general topics, date. A more formal calendar can come later, but these early notes may save a lot of time in hunting for

a document when you get an idea days later that clicks with something else.

You will enjoy this task for the joy of manuscript work is that you never can guess what may show up. I am glad for you that you are getting this nice way of slowing down gradually, though I still think it is better for everyone when a retired person breaks all connections with the institution in which she worked. There would be lots of part time jobs I could do here after I quit, but I would not consider it.

We have been having unseasonably warm weather since you left. This morning I drove to work through a heavy fog, so I suppose winter is just around the corner.

Needless to say I very much enjoyed your visit though I was disappointed that it was so short. Perhaps it is as well though, for the past two weeks I have had a heavy cold - unusual for me, but a warning that I had been doing too much, I suppose. I am writing this at the office because I wanted to answer your inquiry about manuscript technique. Please feel free to call upon me if you wish other suggestions, even if I do seem to be poking fun at you.

Sincerely,

December 29, 1954

Miss Edna Jacobsen
Manuscripts and History Department
New York State Library
Albany, N.Y.

Dear Edna:

I am certainly sorry to hear that you have been ill again. I was disturbed not to get the usual Christmas card for fear you might really be down again. I am glad you will be able to get to the New York meeting. I wanted very much to go but doubted if I could get permission so did not even ask. It would have meant paying my own expenses and I did not feel I could afford that this year. I hope to combine the Salem meeting of the A.A.S.L.H. with my vacation but cannot find out when that is scheduled and if it is again going to conflict with S.A.A.'s meeting. Dorothy wrote me she had made the change to Newburgh. I hope she enjoys it there. It should be less strenuous than commuting as she did for so many years.

Enclosed are copies of our laws relating to the transfer of records to the State Archives. We kept the wording very simple and it works. This is a permissive law, but we have never had any difficulty in getting transfers. At present I am having to resist pressure to send too recent material to us. There is another county law, an old one, permitting transfers to any incorporated historical society, to the University of Illinois, to the Illinois State Historical Library and to the Archives, but in general all concerned recognize our jurisdiction in the matter. We do not encourage transfers of original county records because we think skinning off the cream takes away local incentive to work for better housing for those county records which cannot be transferred, such as land records. However, the power by a local historical society to step in might save unauthorized destruction which we have not heard about, so we have not insisted on repeal.

Sincerely,

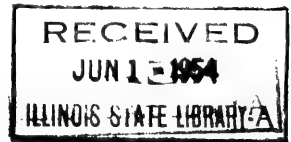
MARGARET C. NORTON
Archivist

GRACE M. SHERWOOD
LIBRARIAN



RHODE ISLAND STATE LIBRARY
STATE HOUSE
PROVIDENCE

MABEL G. JOHNSON
LEGISLATIVE REFERENCE LIBRARIAN



May 27, 1954

Miss Helene W. Rogers
Assistant State Librarian
State Library
Springfield, Illinois

Dear ~~Miss Rogers~~ Helene:

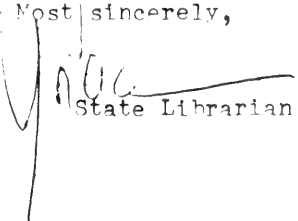
I have been authorized by our Department of State to make the following inquiry:

When a new code or set of annotated statutes or, as in the case of Rhode Island, a new edition of the General Laws, the work of a Revision Commission, is to be released, by what method does the official state authority, charged with the duty of selling the General and Public Laws, dispose of the sale of the preceding, outmoded edition?

Is this procedure fixed by law in your State? We have a quantity of General Laws of 1938 and Index. When the new 1956 General Laws become available, what method of disposition of the 1938 Edition would you suggest, based upon experience in your State, even though it may not be your duty to dispose of these official publications?

Kind, personal regards.

Most sincerely,


State Librarian

GMS:JN

June 12, 1954

Miss Grace Sherwood
Librarian
Rhode Island State Library
State House
Providence, Rhode Island

Dear Miss Sherwood:

Your letter to Miss Helene Rogers requesting information about the disposition of copies of the Illinois Revised Statutes has been referred to me for a reply.

In Illinois the Revised Statutes are published by a private firm, Burdette Smith and Company. We have a Commission on Revised Statutes which reports needed revisions of the Statutes to each General Assembly, which in turn passes appropriate legislation repealing or otherwise amending the Acts involved. Illinois has had no Revised Statutes compiled as such since 1874. Revisions are still referred to by chapter numbering of that edition. However, the 1921 Statutes as published by Smith Hurd was declared by the General Assembly to be the official Revised Statutes. This was done to bring the numbering up to date.

Since the Revised Statutes are printed by a private company the State does not have a burden of disposing of old years. As a matter of fact we buy the number of copies of Revised Statutes needed by the State Library and we assume that other State Departments do the same. The Secretary of State issues session laws and keeps a supply of former years on hand for distribution for an indefinite time.

You will be pleased to hear that Miss Rogers went home from the hospital yesterday, though she is still far from having complete recovery from her paralytic stroke still promised by her physician. We do not know how soon she will be able to return to the office. Her address is 1032 North Third Street, Springfield, and I am sure she would appreciate a card from you as you are so disposed.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:loq

THE SOCIETY OF AMERICAN ARCHIVISTS
AUDIO-VISUAL RECORDS COMMITTEE

Chairman:
H. M. Baumhofer
Members:
Owen W. Bombard
David C. Duniway
Lola M. Homsher
Forest L. Williams

1830 San Rae Drive
Dayton 9, Ohio
1 April 1954

Dear Colleague:

Early this year, the President of the Society of American Archivists appointed a new Audio-Visual Records Committee in order to give some attention and recognition to this new and constantly growing archival field.

The Committee hopes to be useful to the members of the Society and help in the solution of some of your particular problems. In order to do so, however, it is first necessary to determine what problems are most troublesome to holders of audio-visual records. To accomplish this the Committee is resorting to the unpopular method of a questionnaire. Every effort has been made to simplify this questionnaire so that it will require a minimum of your time and effort to supply the needed information.

The Committee is planning to compile a bibliography on writings that might assist you in caring for your audio-visual material. The answers to the questionnaire will determine the basis on which this information will be distributed. If, for instance, your holdings of such records consist solely of sound recordings, you will be sent only the material that pertains to your problems unless you ask the Committee for additional material on other aspects of the audio-visual field.

Since the Committee's program depends on the information obtained from this questionnaire, it is urgently requested that it be completed and returned as soon as possible.

Data in addition to the skeletal information asked by the questionnaire is invited and most welcome. Also welcome are suggestions on phases that you would like the Committee to incorporate in its program.

WE ARE HERE TO HELP YOU.

Sincerely yours,

Hermine M. Baumhofer
Hermine M. Baumhofer
Chairman

1 Incl.
Questionnaire

QUESTIONNAIRE ON AUDIO-VISUAL RECORDS HOLDINGS
THE SOCIETY OF AFRICAN ARCHIVISTS
AUDIO-VISUAL RECORDS COMMITTEE

Name of Institution: _____

Address: _____

Name and Title of Person in Charge: _____

Type of Holdings	Est. % if Nitrate	Approx. Qty. Cu. Ft. (GF) No. of Items (I) Mark Proper Ltr.	Cataloged (C) Described (D) or Listed (L) Mark Proper Ltr.	Provisions for Special Storage (Yes or No)	Facilities for Repro- duction (Yes or No)	Deteriora- tion Noted (Yes or No)
<u>FILM</u>						
<u>Projection Prints</u>						
16mm		3				
35mm		6				
<u>Masters</u>						
16mm						
35mm						
<u>Negatives</u>						
16mm						
35mm						
<u>Film Strips</u>						
<u>STILL PHOTOS</u>						
<u>Picture Prints</u>						
<u>Negatives</u>						
<u>Film</u>						
<u>Glass</u>						
<u>Transparencies</u>						
<u>Slides</u>						
<u>SOUND RECORDINGS</u>						
<u>Wire</u>						
<u>Tape</u>						
<u>Disc</u>						
<u>Wax Roll</u>						
<u>Film</u>						
<u>OTHER A-V MATERIAL</u> (Specify on reverse side)						

May 15, 1954

Mrs. Harline M. Baumhofer, Chairman
Society of American Archivists
Audio-Visual Records Committee.
1230 San Rae Drive
Dayton 2, Ohio.

Dear Mrs. Baumhofer:

After some discussion we have decided the best way to answer your questionnaire about what the Illinois Archives is doing in the field of Audio-Visual Records is "Nothing at present - matter under advisement." Strictly speaking, audio-visual materials should, under the agreed upon division of functions, come into the field of our State Historical Library, which, in Illinois, is entirely separate from the State Library - the first being under the Governor, the second under the Secretary of State. On the other hand, in some ways the State Library is in a better position to undertake such work, both financially and from the point of view of equipment. We have a photographic laboratory which is already doing considerable documentary photography, both in stills and movies, though nothing at all systematic - Our Laboratory does the publicity photography for the Secretary of State. Other State departments - some at least - have their own photographers. We have a file of all pictures relating to the State Library (in the office of the Assistant State Librarian) and we have instructed the Laboratory to file copies of other work in the Archives (but have received nothing as yet). We also have a strong recordings unit in the State Library which could undertake the housing of recordings collected, though we do not own equipment for making tape recordings. About ten years ago a few disks of Illinois recordings were purchased and they are at present housed in the Archives. Mr. de La Fayette Reid, head of the State Library's Public Services Section is keenly interested in Audio Visual work in libraries and is a member of several important committees in the field. Also the State Library cooperates with the University of Illinois in the distribution of educational film and we are one of the pre-view centers for the selection of such film to be purchased for such distribution.

So you can see that we have a good preliminary set-up to start work along that line, but what the prospects are for following through I cannot say at present. Miss Rogers, the Assistant State Librarian has been seriously ill for two months and will doubtless be away for a long time yet. What she can do about getting the appropriations for such a project for the next biennium I do not know; neither do I know whether she thinks the time is ripe; nor do I know the attitude of the Historical Library.

Sincerely,

Archivist

SOCIETY OF AMERICAN ARCHIVISTS

April 9, 1954

Enclosed is a strip of negative photostat cut from a large chart which, when brought up to date, will contain summary information for each State archival agency and for those organizations that perform some archival functions. The chart, which has been prepared by the Society's Committee on State Archives and revised by the editor, will be printed in the earliest possible issue of the American Archivist after replies have been received from the agencies concerned. Will you please make any changes or corrections necessary so that the information for your agency will be accurate and return to the editor at the address given below.

The headings for the columns, reading from left to right, are as follows:

(1) State or Terr.	(2) Name and Address of Agency	(3) Name and Title of Archival Official	(4) Laws Defining Duties	(5) Number of Archival Employees
(6) Kinds of Records (a) Official (b) Private	(7) Method of Acquiring Archives (a) State or Terr. (b) Local	(8) Nonarchival Functions (a) Historical (b) Nonhistorical	(9) Types of Photo- duplication	

Karl L. Trever
Room G-10
The National Archives
Washington 25, D. C.

April 13, 1954

Dr. Karl L. Trever
Room G - 10
The National Archives
Washington 25, D.C.

Dear Karl:

We wish to make the following amendments to the chart of Archival Agencies for Illinois:

4) Laws Defining Duties:

Chap. 128 sect. 12.1-12.17, especially sect. 12.5, 12.13-12.15
(State Library Act) 1939
Chap. 116 sect. 39-43.3 as amended 1953 (State Records Commission Act) 1943

- 7) b. The law compels us to accept county (Not other local records) prior to 1870 if the county is unable or unwilling to provide adequate housing for such records; destruction of county records prior to 1870 is prohibited. I don't know just how it should be worded. Actually, deposit is voluntary; the counties are simply forbidden to destroy the early records

3) The Secretary of State is State Librarian.

None of the above notes are important except for the 1953 amendments mentioned in 4.

Please excuse the typing. My secretary is out politicking.

Sincerely,

MARGARET C. NOTTON
Archivist



TENNESSEE STATE LIBRARY AND ARCHIVES
NASHVILLE 3, TENNESSEE

May 11, 1954

Miss Margaret Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Margaret:

A few days ago our documents librarian sent me a copy of your "Disposition Of Illinois Records" as reprinted from Illinois Libraries, May and June, 1950. As you know, these librarians don't like to have their files endangered, and your article is of such importance to us that I should like very much to have a copy on my desk and would also like for Mr. Quarles and Dr. Alderson to have a copy each. If that is not asking too much, we would all appreciate receiving them.

As the matter stands now, we are being swamped with modern records. The various departments are turning them over to us as late as the latter part of 1953. Since we moved last June and since we have taken in all that we thought were due to be archived, we have received in the neighborhood of 5,000 transfer boxes of recent records. You can see, therefore, how very much we are concerned with this matter of records disposal. Bill Alderson is going to attend an institute in Washington this summer which is devoted to that subject.

I will not be able to attend the ALA meeting this summer but plan to go to the Archives meeting at Williamsburg in the fall. Needless to say, I hope to see you at that time.

Please give my greetings to Miss Rogers.

Sincerely yours,

Lan M. Robison
Lan M. Robison
State Librarian and Archivist

DVR:anh

May 18, 1954

Mr. Dan M. Robinson
State Librarian and Archivist
Tennessee State Library and Archives
Nashville 3, Tennessee

Dear Dan:

Several days ago we sent you under separate cover a copy of our pamphlet "Disposition of Illinois Records" and copies of our present State Records Commission Act and State Microfilm Act, also the Rules and Regulations of the State Records Commission. We had only one copy of the Microfilm Act left.

The pamphlet is really an adaptation of the National Archives pamphlet on the same subject. Since it was published before the 1951 and 1953 amendments to our Records Disposition Laws it is quite out of date in many respects. Philosophically, however, it represents our thinking on the subject. The most original part is that relating to Microphotography and State Records.

We note that Mr. Alderson is going to Washington this summer. We also remember your promise to send him to Illinois for a visit.

I do not know who is going to A. L. A. this summer from here unless it is Mr. Reid, who is acting State Librarian during Miss Rogers illness. She is making good progress and the doctors promise that she will have full recovery from her paralytic stroke which happened in March.

It may be sometime before she is back but we are all delighted she may be able to return.

I will be seeing you at Williamsburg.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:loq



TENNESSEE STATE LIBRARY AND ARCHIVES
NASHVILLE 3, TENNESSEE

May 26, 1954

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

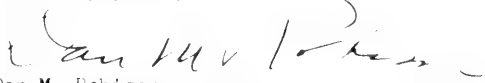
Dear Miss Margaret:

I wish to thank you for sending the three copies of your pamphlet "Disposition of Illinois Records" and the other items. We will most certainly find them helpful when we eventually come to grips with our records problem.

I had hoped that Bill Alderson would spend a time with you long before now, but the job of moving and trying to get settled has been such that we could not seem to spare him. Besides, he has been my editorial assistant on the Tennessee Historical Quarterly and has been working diligently trying to bring it up to publication schedule.

We here are greatly distressed to hear about Miss Rogers' illness. This was the first word that we had. I have told Mr. Parrent, Mrs. Moore, and others on our staff, and they all join me in regret and in the hope that her good progress continues to complete recovery. Some of us would like to drop her a line provided it is advisable. Could you let me know on that point?

Sincerely yours,


Dan M. Robison
State Librarian and Archivist

DMR:amh

SOCIETY OF AMERICAN ARCHIVISTS, 1955

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington 25, D. C.

September 29, 1955

Miss Margaret C. Norton
112 Fox Mill Lane
West Lake Shore Drive
Springfield, Illinois

Dear Margaret:

The suggestions of the membership are now in and they
add up as follows:

<u>President</u>	<u>No. Votes</u>
1. Ernst Posner	33
2. Lester Cappon	11
3. Scattered	16

<u>Vice-President</u>	
1. Henry Edmunds	17
2. Father Henry Browne	7
3. Scattered	30

<u>Secretary</u>	
1. Henry Edmunds	27
2. Father Henry Browne	7
3. Scattered	19

<u>Treasurer</u>	
1. William Overman	51
2. Scattered	3

<u>Council</u>	
1. Wayne Grover	13
2. Robert Shiff	7
3. Scattered	34

Miss Margaret C. Norton

The relatively large return of nominating ballots indicated to me that we should nominate the following:

President	Ernst Posner
Vice-President	Henry Edmunds
*Secretary	Father Browne
Treasurer	William Overman
Council	Wayne C. Grover

This would make a very strong slate and one that would be elected with no dissension. I hope that you will agree with me.

Cordially,



Robert H. Bahmer, Chairman
Nominating Committee, SAA

* Father Browne is still considering whether he wishes accept the nomination.



OFFICE OF THE

Secretary of State

STATE OF CALIFORNIA

ARCHIVES AND CENTRAL RECORDS DEPOSITORY
1108 R STREET SACRAMENTO 14

October 18, 1955

Miss Margaret C. Norton, Archivist
State Library
Springfield, Illinois

My dear Miss Norton:

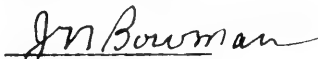
In accordance with your request last week at Nashville there is enclosed a copy of the preliminary definitions of words and terms for California use.

The plan: As soon as they have been reviewed by our Record Officers in the 50 State departments, and any changes approved by the State Auditors (who have the legal approval of destruction after screening by the Historian) they will be made part of our Administrative Procedure and filed with the Secretary of State and thus become legal in effect.

Your reaction will be appreciated.

I suggested to Posner and Father Browne the idea of a session on Definitions of words and terms for the next meeting in Washington.

Cordially yours,


J.N. Bowman
Historian Retired

March 1, 1955

Miss Margaret C. Norton
Committee on Professional Standards and Training
The Society of American Archivists
RFD #3, Lake Springfield
Springfield, Illinois

Dear Margaret:

Morris Redoff and I have been discussing ways and means of compressing the issue of membership qualifications in the Society of American Archivists.

Some of the State archivists feel there should be a way of obtaining formal recognition, through the Society, for a person who is an experienced professional archivist. Our Constitutional provision relating to membership, whatever may have been intended, has been so liberally interpreted that it is actually quite meaningless.

You are familiar with the arguments pro and con, I am sure. I expressed my opinions at Williamsburg last September, and they are published in the last issue of the American Archivist.

Morris has convinced me, nevertheless, that there would be a real benefit to State and local archivists if the Society could provide a certificate to those members who had attained some minimum of experience as archivists.

If such a certification could be considered as a sort of honor award, to be given simply on completion of a minimum number of years of professional service in an archival agency of any kind, it might do no harm and could do some good in fending off local politicians. I see no reason why a similar certification could not be given, on the same minimum basis, to manuscript curators and records management specialists.

There would undoubtedly be difficulties in administering such a system of certification awards. The SAA Council would need to devise standards and should be responsible for issuing certificates.

It would be necessary to amend the SAA Constitution to authorize the awards. At the same time, I believe the present membership provision should either be rescinded or revised. In my opinion we should open the

membership to anyone interested in the objectives of the Society and willing to pay dues. Since I gave my arguments at Williamsburg, I need not repeat them.

Radeff is holding a Council meeting on March 20. He would like me to appear and present the comments of our Committee on the above proposals -- open membership coupled with certification awards. I would appreciate it if you could give me your reaction prior to March 20.

Sincerely,

Wayne
Wayne C. Grever, Chairman
Committee on Professional Standards
and Training

March 5, 1955

Dr. Wayne C. Grover, Chairman
Committee on Professional Standards
and Training
Society of American Archivists
The National Archives
Washington 25, D.C.

Dear Wayne:

It seems to me that our committee needs to approach the problem of professional standards for archivists in a more realistic and honest fashion than we have so far. We have put the horse behind the cart. We have not defined our objectives. We have been discussing solutions before we have stated problems clearly. Are we primarily seeking a method of giving professional recognition by awards, and if so, on the top level only or are those awards to go also to professional workers on the lower levels? As I see it, we are interested in raising the professional status of all archivists. We want good archivists for universities, colleges and business firms, but really what we want is that governmental archivists shall not be political hacks but professionally trained persons.

I treasure my honorary membership in the Society as my brightest jewel, and so do my superiors. But just how is the prospect of a like honor some years hence going to help young Tom Smith get a foothold in an archival position, and how is it going to influence the Governor of ~~Utah~~ to appoint Posner-trained Smith instead of Lame Duck Johnson (who must be "taken care of") or the widow of Precinct Committeeman Antonacci? If that isn't our real problem, I misunderstand the function of our committee.

The proposal has been made to set up an honorary institute within the Society, and the American College of Surgeons and the Institute of American Architects have been cited as analogous. These differ from our situation in several vital respects. In the first place, there are enough brain surgeons to make a Cushing recognition mean something; likewise, there are enough church architects to select a Cran for distinction. But no two archivists seem to be doing the same thing on the same level. For instance, to be personal, one of the proponents of the institute plan recently told me I was stymied by politics so that I couldn't do a thing. That startled me because I have just accessed over a million documents in the past year, had put over 600 categories of records under retention schedules, had sold the powers that be on a statewide records management program, plus a few other things. After this conversation, I checked what my colleague was doing and could not find from his reports that he had accessioned a single archival series in the past year. He was doing an outstanding job in the collection of historical manuscripts, and I think he had noted that I was not

doing anything in that field. I'd jolly well not, for we have a separate historical library with which we have a working agreement as to just what areas each shall leave to the other. We cannot have standards for awards based upon like things that we are doing.

In another respect the analogy with physicians and architects does not hold. These people are what the Internal Revenue Bureau classify as "self employed". The people who give them jobs - their clients - do so on the basis of their prestige. Other standards are applied to government work. Probably they shouldn't be, but they are.

It seems to me that we would profit more by what the librarians have done in the way of raising professional standards - particularly through the American Library Association. Here we have a body of professional people who have the same problems of personnel that we have, only on a larger scale and with a longer experience. They have libraries covering all types of scope - public libraries, research libraries, college and university libraries, special libraries, and like us, they have big personnel problems. The sizes of these institutions varies as do ours - they have huge institutions like the Library of Congress and the New York Public Library down through all sizes to the village library which the sheriff's sister-in-law keeps open a couple of afternoons a week.

When I entered library school 42 years ago the librarians were talking "standards and certification." They are still talking about it, yet there is no national wide certification of librarians yet. They also started a library institute some years ago. I have heard nothing from that for a long time and I guess it died out with the founders. Some of the state library associations - the Illinois Library Association for one, decided about twenty years ago to start a certification plan of their own, with the hope that employers would give the preference to those they had certified. They started out by certifying all librarians who were then on the job. I got a life certificate because I had been connected with a State Library for ten years, though I had never done any library work since coming to Springfield - my total library experience was only about 4 years, many years before. Following this blanketing period they were supposed to give examinations or set up some sort of standards for future applicants for certificates. There they bogged down and so far as I know no more certificates were ever issued - in fact, I have reason to believe that even the list of those originally certified is no longer in existence. In other words, the librarians' success with certification and institutes has been ~~unsuccessful~~. all.

But I would not say that the librarians have in most respects failed to raise standards. It is now taken for granted that the executive and policy making personnel of large institutions shall be truly professional. To be sure, we had a Librarian of Congress who was a poet by profession and who replied to criticisms of his professional background, "O, I can hire trained librarians to perform." He did not last long. The present Librarian of Congress is one of the most highly trained and competent librarians in the

- Marked

country. To be sure, there are political hacks in some of the State libraries, but not in the larger ones, and the number is declining steadily. To be sure, we will always have little old "Miss Susie" in the smaller librarians who will never have money enough to pay for professional librarians. The trend is towards regional libraries and away from small local libraries, anyhow. The greatest improvement in the quality of library personnel is in the medium sized ~~XME~~ libraries of the average size city.

I think our committee should make a serious study of the history of library standards and profit by the example of this sister profession.

One thing which the librarians did which I think has been very helpful was to discuss the question of when does library work stop being professional and become clerical, also to encourage the professionals to turn routine work over to clerks. There is a danger there too - sometimes jealousy develops between the professional and the non-professional staff. However, it did a lot of good to put across the idea that every page or janitor in a library is not a librarian.

Another thing which we could do, and a start has been made in several state archives through civil service, is to set up job specifications. We could go further than what is done locally by describing the qualifications the archivist for a large state archives doing nothing but archives should have; those for a large archival institution which is also the state historical agency; those for a medium sized institution; those for a university archivist, etc. I get asked that sort of question often, by prospective employers of archivists, and I presume other archivists do also. Also, I think we should set up desirable qualifications for archivists in subordinate positions at different levels. Here again we would not be able to be specific, but at least we would have something for discussion.

Better standards for archivists won't come suddenly - they will grow out of endless discussions at meetings and in The American Archivist spread out over a period of years.

In conclusion, I feel strongly that a professional organization such as ours should set standards (i.e., desiderata) but should not police those standards.

Sincerely,

MARGARET C. NORTON
Archivist



General Services Administration

National Archives & Records Service

Washington 25, D. C.

April 4, 1955

Miss Margaret C. Norton
Committee on Professional
Standards and Training, SAA
RFD #3, Lake Springfield
Springfield, Ill.

Dear Margaret:

I would appreciate any comment you may
have on the enclosed statement, "The Archi-
vist's Code". It is of course primarily
for the apprentice.

Sincerely,

Wayne
Wayne C. Grover, Chairman
Committee on Professional
Standards and Training

Enclosure

*Thanks for your letter re membership.
I read parts 2 & 3 to SAA Council
WVG*

April 7, 1955

Dr. Wayne C. Grover, Chairman
SAA Committee on Professional
Standards and Training
The National Archives
Washington 25, D.C.

Dear Wayne:

The "Archivist's Code" is something we need, and I expect to circulate copies among my own staff.

As you see, I reacted strongly on two points in paragraphs 5 and 6. I do not attempt to rephrase these as I think they should be, but rather to suggest, from experience with my own staff, ways in which they might be modified to meet realistic problems.

Illinois, you will be interested to learn, is proposing to substitute for the old civil service system with its many weaknesses and limitations, a state personnel management system copied from private industry. Providing that this can be kept free from political pressures, and certainly the present administration is determined that it will be, I hope this will be a great improvement over the old system. This throws the State Library, which is not under the Governor, out from under civil service, but I have no fear that our jobs will immediately, or even eventually become mere political plums. One thing which the new system will attempt will be standardization of standards of salaries, etc. within the same scope of work; also preparation of job qualifications and specifications, something already worked upon by the Civil Service Commission.

As I have said before, I think our committee should do some work along that line. Certainly the Archivist's Code is something the Society needs.

Sincerely,

MARGARET C. NORTON
Archivist

April 7, 1955

THE ARCHIVIST'S CODE

Comments by Margaret C. Norton, Member SAA Committee on Professional Standards and Training

5. The archivist should respond courteously and with a spirit of service to all requests. He should be strictly non-partisan in this service. He should assume that any records in his custody which contain information of interest to the inquirer should be produced, provided such use does not involve access to restricted records. He should not presume to assess the value of the information sought by the patron, though he should so far as in his power prevent its use for purposes of sensational journalism or in an manner which would be detrimental to the reputation or other interests of other persons. The rules and regulations of the archival agency should provide definite limitations as to the amount and character of the search to be made for individuals, also should establish priorities of governmental or private search requests. Such well defined regulations will prevent misunderstanding and prevent the exploitation of staff time for private purposes.

Comments:

Only by a strictly non-partisan attitude can the archivist win the confidence of fellow officials. In Illinois it is not an infrequent occurrence that the various elective officials whose records are in our custody, belong to opposite parties or to opposite factions in the same party. The archivist cannot withhold records or delay making of finding lists or otherwise show favoritism. Furthermore, though the archivist should hold himself above politics, he should not let any politician feel that that is because he feels superior to the politician. One of the difficult things to impress upon new staff members is that there shall be no making exceptions to rules or doing special favor for one's political friends, and that the politicians themselves will respect you for that attitude.

I do not like that phrase "he should not waste time responding in detail to frivolous or unreasonable inquiries." Most archivists dislike or take a patronizing attitude towards genealogy, for instance. I have had staff members talk loudly and publicly about that being "a waste of the tax-payer's money." We have the records; the National Archives gives no service to individuals on such records. It is not the fault of the patron that we have not had time to index all these records. We therefore set a limit on what we can do -not more than 2 names in not more than 2 counties for the years prior to and including 1850; for later records, we must have the location within the county pin-pointed. Outside those limits we give all the assistance we can, figuring that for every out of the state inquiry our Illinois citizens doubtless write at least one inquiry to some other state. We have built up a reputation for service all out of proportion to the amount of time we spend on such inquiries, and our patrons understand if sometimes our reference work for State officials

sometimes delays our reply for a few days. It is true that lots of our reference, such as answers to election bets, seems frivolous to us, but I do not think we have the right, being paid by that same public, to decide for them whether their inquiries are "worth-while." Since these code provisions, you say, are primarily directed to wards instruction of beginning and lower grade archivists, I feel very strongly that this is a point which needs emphasis.

6. Last sentence. Substitute: The archivist should prepare ~~XXXX~~ finding aids, descriptions of unexploited historical materials in the archives, edited texts of documents, and publicity which will attract historians to the archives. He should not himself, except as extra curriculum activity, indulge in the writing of history; that is, his working day at the archives should be devoted to the care, preservation and preparation of the records for the use of patrons.

Comment:

95 % of the applications we receive for positions here imply that their principal interest in archival work is in writing history for a salary. When we explain the real nature of the work we do here they cool off rapidly. In library school we had a saying, "The librarian who reads is lost". I think we archivists need a saying, "The archivists who writes history books is lost." Probably one of the classical examples was the pioneer archivist Dunbar Rowland; most of know the condition of the archives he administered when his successor took over.

4. One of the ticklish problems of the archivist is preventing an amateur historian from spoiling a good subject which should be handled only by a first class man. Since the records are public records it is difficult to impose restrictions on the use of historical records. I do not think we can define this in terms suitable for the archivist's code, but this and other similar problems perhaps need mentioning.

General comment:

Probably this also does not belong in the code, but I would say that the most important single need for the archivist is for a strong sense for order. Disorder must worry him. I don't think enough emphasis has been placed upon this in the training of archivists.

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington 25, D. C.

April 8, 1955

Miss Margaret C. Norton
RFD #3, Lake Springfield
Springfield, Illinois

Dear Margaret:

On invitation of President Radoff, I attended a meeting of the SAA Council at Annapolis and discussed questions relating to membership that I reported to you in my letter of March 1, 1955.

The Council voted to present a Constitutional Amendment on membership in the following form:

"Rescind paragraphs 3 and 4, substituting the following:

3. Individual membership shall be open to those who are or have been engaged in the custody or control of records, archives, or historical manuscripts, or who, because of their interest in the field, wish to support the objectives of the Society.

4. Institutional membership shall be open to institutions or agencies that are concerned or substantially interested in the custody or control of records, archives, or historical manuscripts. Every institutional member shall be entitled to representation by one delegate, with the right to vote, at all meetings of the Society.

Rescind paragraph 5 and re-number the remaining paragraphs."

The wording of this proposed amendment was suggested by Phil Brooks.

At the same meeting the Council directed me to consult further with the members of the Committee on Professional Standards and Training on the matter that the Council has decided to call "recognition" awards.

After listening to Mr. De Valinger at the Council meeting, I am certain that a certificate given out more or less mechanically on the basis of minimum standards would not be sufficiently meaningful to be worth the effort. I therefore propose the following:

That the Council be authorized by the SAA membership to elect as "fellows" of an "Institute of Archivists," sponsored by the Society of American Archivists, individuals who meet minimum qualifications as follows:

1. Ten years of professional work at a supervisory level as archivists employed in archival repositories.

2. An M.A. degree, with major work in history, political science, or public administration, or any combination thereof.

3. Five years of membership in the Society of American Archivists.

I would further propose that the Council be authorized to elect as "fellows" of an "Institute of Records Management Specialists," sponsored by the Society of American Archivists, individuals who meet these ~~minimum~~ requirements:

1. Five years of work at a supervisory level as staff specialists (not current files supervisors) in any area of records management.

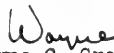
2. A B.A. degree, with major work in public or business administration, political science, or history, or any combination thereof.

3. Five years of membership in the Society of American Archivists.

I would then propose that the annual meetings and programs of the Society be extended to three days, the first day's program to be sponsored by the Institute of Archivists and the last day's program by the Institute of Records Management Specialists.

What are your reactions or counter proposals? I am to report to the Council at Nashville. If possible I would like to have a meeting of the Committee at Nashville before I report, but meantime I should like to hear from you by letter.

Sincerely,


Wayne C. Grover, Chairman
Committee on Professional
Standards and Training

Filed under Nat. Archives

April 12, 1955

Dr. Wayne C. Grover, Chairman
SAA Committee on Professional
Standards and Training
The National Archives
Washington 25, D.C.

Dear Wayne:

With the proposed amendments to the Constitution of SAA I heartily concur since that is actually the basis upon which membership in the Society has always rested.

Although I have not changed my mind as to the usefulness of the proposed fellowships, I am willing to go along with other members of the Committee if they approve them. I am somewhat dubious about the distinction as to qualifications of the two types of fellowships, however. I fear that to the laity it may be a case of "a rose is a rose is a rose" and that both types will claim, quite properly, to be fellows of the Society, which may tend to debase the archival fellowship. On the other hand, I recognize that the records management specialists do not need as much academic background as the archivist, though my experience with them makes me wish they had more appreciation of the historicity of documents. I also realize that few could qualify at present if we put it on the ten year experience basis, but wouldn't it perhaps mean more if the fellowship went only to the most experienced as in the case of the archivists? Also would these differentiations tend to widen the gulf between the two professions? It may well be that there will be two distinct professions in the future, but I think it will be tragic if we do not all stick together as one profession until the basic principles are worked out.

In other words, I am agreeable to having your proposed changes set forth as a basis for discussion, rather than as something to be adopted or rejected. I think this is a matter which should be discussed among the members in all its ramifications, and I do not think action should be taken until such discussions have taken place. At present I feel that the average member knows very little about the discussions that a comparative few of us have been talking about.

Sincerely,

MARGARET C. NORTON
Archivist

September 1, 1955

Miss Margaret C. Norton
112 Fox Mill Lane
Springfield, Illinois

Dear Margaret:

Enclosed is a copy of my report as Chairman,
Committee on Professional Standards and Training, SAA.

I would like to have a meeting of the Committee
at Nashville on Sunday, October 9, at the Hotel Andrew
Jackson. If you plan to attend, could you make it by
4:30 p.m.? I will arrange for a meeting place and have
it posted on the hotel bulletin board.

I am inviting Messrs. Posner and Endoff to
attend in the hope that we can come to some conclusion
on Enclosure B to the report.

Sincerely,

Wayne
Wayne C. Greer, Chairman
Committee on Professional
Standards and Training

Enclosure

Report of the Chairman, Committee on Professional
Standards and Training, Society of American Archivists,
for the period ending September 1, 1955.

The first meeting of the new Committee on Professional Standards and Training was held at Williamsburg September 12, 1954, Chairman Solon J. Buck presiding. No minutes were kept, but Mr. Buck informed me later there was a good deal of discussion on the subject of "fellows" but no concrete proposals were made. In addition to the members of the Committee, Mr. de Valinger and Miss Menne were present and took part in the discussion.

At this meeting also Mr. Buck proposed a study of standards for archivists that have been set up by the U. S. Civil Service Commission and by similar agencies in the States, and the idea was approved by other Committee members. Consequently, upon becoming Chairman, I requested the Chairman of the Committee on State Records to help us gather data. Mrs. Bryan agreed and presumably is going ahead with it. (Enclosure A) If we can get the information from the States, the Federal standards are readily available.

The principal activity of the Chairman during the past year has been his effort, in collaboration with President Radoff, to find some solution to the problem of giving special recognition to members whose professional service, training and activities warrant it. This project originated with a proposal from the floor at the Detroit meeting and has been given further consideration at various meetings of the Council.

At the last of these, held at Annapolis on March 20, 1955, I was invited to attend and the matter was discussed in connection with a proposed amendment to the SAA Constitution relating to membership. (The minutes of this meeting are published in the July 1955 issue of the American Archivist.) The Committee on Professional Standards and Training was asked by the Council to draw up a specific proposal for the granting of recognition awards or certificates, to be submitted to the Council at Nashville.

With considerable aid from President Radoff, Ernst Posner, and Karl Trever, I have prepared a proposed SAA resolution on this subject (Enclosure B). I hope to discuss it with other Committee members at Nashville and report the results to the Council.

In connection with the internal training program at the National Archives, we have formulated a statement, "The Archivist's Code" (Enclosure C), on which I received helpful comment from Committee members as well as President Radoff.

September 1, 1955



Wayne G. Grover

December 3, 1954

Mrs. Mary Bryan
State Archivist
Atlanta, Georgia

Dear Mary:

I am writing this time as Chairman of the SAA Committee on Professional Standards and Training. Morris Kadoff tells me he appointed you Chairman of the Committee on State Records. I wish to congratulate you and at the same time ask for your help.

One of the undertakings of the Committee on Professional Standards and Training is to attempt to formulate minimum standards of education and experience for archivists, so that -- if the Council and the Society approve -- we can broadcast them as widely as possible to recruiting agencies.

Before we can formulate such standards, we need the help of the State Archivists in those States that have archival programs. I am hoping that your Committee will take in hand the task of contacting the State Archivists concerned and getting us the information outlined below. I will of course provide similar data from the Federal Government.

We need to know from each of the States you contact what are the actual minimum standards in existence, if any, for recruiting purposes; and what the State Archivists feel the desirable standards should be, both with respect to education and experience. In order to get reasonably comparable data, I would propose to gather these data for three types of positions: first, the lowest grade professional archivist employed (excluding subprofessionals, clerical help, repairmen etc.); second, the highest grade professional archivist employed (excluding the State Archivist); and third, the position of State Archivist.

For the second and third categories, I imagine no State has formally established minimum requirements of education and experience. The Federal Government at least has not done so. Nevertheless, most of us have opinions as to what would be desirable in the way of qualifications.

Mrs. Mary Bryan

If you can at the same time gather data on the salary range of each category, I am sure it would be useful to the Committee later, but it is not essential to our purpose at this time,

Are we asking something that is impractical? If so, I would appreciate your comments,

Sincerely,

Wm. G. Grover

Wm. G. Grover, Chairman
Committee on Professional
Standards and Training

Department of State
Ben N. Fortson, Jr.
Secretary of State
Atlanta 3, Georgia

January 5, 1955

Dr. Wayne C. Grover
Chairman
Committee on Professional Standards and Training
National Archives and Records Service.
Washington, D. C.

Dear Wayne:

I have held your letter of December 3rd far longer than I intended to as I wanted to give it a great deal of thought.

I will certainly suggest to my Committee on State Archives that we contact the State Archivists regarding professional standards and training for Archivists. As you stated in your letter, they will be merely opinions of the various State Archivists as very few states have established minimum requirements.

For instance, in Georgia you will note on page 9 of the red pamphlet I gave you pertaining to Georgia Laws Governing Archives, Etc., that "The Department shall be under the immediate management and control of a Director or State Historian, who may be a woman, who shall be appointed by the Secretary of State for a term of six years, and until his successor shall be appointed and qualified. He shall take an oath of office as other public officials are required to do and shall be commissioned in like manner". No qualifications are set up whatsoever; and confidentially, a state official charged with the duty of appointing the State Archivist wishes no restrictions in the law regarding qualifications. It is sad but true.

In Georgia the Director has no jurisdiction over personnel selection. The Secretary of State employs all personnel to work with the Director. He does give me the courtesy of advising with him as to what kind of help I need to carry out the work. The young men and women I have working under me are experienced stenographers, typist, file clerks, microfilm operators, repair technicians, etc. So you see there is no Assistant Archivist or high grade professional archivist serving under the Director.

After I have gathered information from the other State Archivists, I will forward it on to you.

Wishing for you and Mrs. Grover a very Happy New Year, I am,

Sincerely yours,

/s/ MARY BRYAN

Mrs. Mary C. Bryan, Director
Department of Archives and History
1516 Peachtree Street NW
Atlanta, Georgia

DRAFT

Proposed SAA Resolution on Fellows

Resolved, 1) That the Council is authorized to establish a system for the recognition of professional service by electing Fellows of the Society of American Archivists (Archival Administration) and Fellows of the Society of American Archivists (Records Management);

2) That minimum qualifications for election as a Fellow, Archival Administration, shall be as follows:

a. Five years of professional work in a supervisory or otherwise responsible capacity as an archivist employed in Archival Repositories.

b. An M. A. degree or its academic equivalent, with major work in history, political science, or public administration, or any combination thereof; or a B. A. degree plus a minimum of three articles on archival administration, published in scholarly periodicals.

c. Five years of membership in the Society of American Archivists.

3) That minimum qualifications for election as a Fellow, Records Management, shall be as follows:

a. Five years of professional work in a supervisory or otherwise responsible capacity as a specialist in records management;

b. A B. A. degree, with major work in public or business administration, political science, or history, or any combination thereof; or five years additional professional work plus a minimum of three articles on problems of records management, published in scholarly periodicals.

c. Five years of membership in the Society of American Archivists.

4) That the Council shall award an appropriate certificate to each member elected a Fellow.

THE ARCHIVIST'S CODE

(Prepared for Use in the National Archives Inservice Training Program)

1. The archivist has a moral obligation to society to preserve evidence on how things actually happened and to take every measure for the physical preservation of valuable records. On the other hand, he has an obligation not to commit funds to the housing and care of records that have no significant or lasting value.
2. The archivist must realize that in selecting records for retention or disposal he acts as the agent of the future in determining its heritage from the past. Therefore, insofar as his intellectual attainments, experience, and judgment permit, he must be ever conscious of the future's needs, making his decisions impartially without taint of ideological, political, or personal bias.
3. The archivist must be watchful in protecting the integrity of records in his custody. He must guard them against defacement, alteration, or theft; he must protect them against physical damage by fire or excessive exposure to light, damp, and dryness; and he must take care to see that their evidentiary value is not impaired in the normal course of rehabilitation, arrangement, and use.
4. The archivist should endeavor to promote access to records to the fullest extent consistent with the public interest, but he should carefully observe any established policies restricting the use of records. Within the bounds of his budget and opportunities, he should work unrelentingly for the increase and diffusion of knowledge, making his documentary holdings freely known to prospective users through published finding aids and personal consultation.
5. The archivist should respond courteously and with a spirit of service to all proper requests, but he should not waste time responding in detail to frivolous or unreasonable inquiries. He should not place unnecessary obstacles in the way of those who would use the records, but rather should do whatever he can to spare their time and ease their work. Obviously, he should not idly discuss the work and findings of one searcher with another; but where duplication of research effort is apparent, he may properly inform one searcher of the work of another.
6. The archivist should not profit from any commercial exploitation of the records in his custody, nor should he withhold from others any information he has gained as a result of his archival work in order to carry out private professional research. He should, however, take every legitimate advantage of his favored situation to develop his professional interests in historical or other research.
7. The archivist should freely pass on to his professional colleagues the results of his own or his organization's research that add to the body of archival knowledge. Likewise, he should leave to his successors a true account of the records in his custody and of their proper organization and arrangement.

March 1955

September 6, 1955

Dr. Wayne C. Grover
Chairman
Committee on Professional Standards and Training
Society of American Archivists
The General Services Administration
The National Archives
Washington 25, D. C.

Dear Wayne:

We are planning to get to Nashville by early afternoon on Sunday, October 9. So it will be possible for me to attend the meeting of our committee. Please leave a note at the desk of the hotel for me telling me where we are to meet.

I have noted the contents of the enclosures in your letter of September 1st but do not think they call for comment at this time.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:leg

September 21, 1955

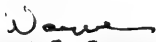
Miss Margaret C. Norton
112 Fox Mill Lane
Springfield, Illinois

Dear Margaret:

The time I proposed for a meeting of the Committee on Professional Standards and Training at Nashville — 4:30 p.m. Sunday — may be too early in the day. I would still like to avoid a conflict with various Committee meetings set for 7 p.m. which some of you may wish to attend. Would 8:30 p.m. be more suitable?

I would appreciate a reply. The meeting can be held in my room in the Andrew Jackson Hotel.

Sincerely,


Wayne C. Grever, Chairman
Committee on Professional
Standards and Training

GENERAL SERVICES ADMINISTRATION

ROUTING SLIP

TO—	NAME	BUILDING, ROOM NUMBER, ETC.
1.	Margaret C. Norton	
2.		
3.		
4.		
5.		

FOR—

- | | | |
|---|---|---|
| <input type="checkbox"/> APPROVAL | <input type="checkbox"/> IMMEDIATE ACTION | <input type="checkbox"/> RECOMMENDATION |
| <input type="checkbox"/> AS REQUESTED | <input type="checkbox"/> INITIALS | <input type="checkbox"/> SEE ME |
| <input type="checkbox"/> CORRECTION | <input type="checkbox"/> NECESSARY ACTION | <input type="checkbox"/> SIGNATURE |
| <input type="checkbox"/> FILING | <input type="checkbox"/> NOTE AND RETURN | <input type="checkbox"/> YOUR COMMENT |
| <input type="checkbox"/> FULL REPORT | <input type="checkbox"/> READ AND DESTROY | <input type="checkbox"/> YOUR INFORMATION |
| <input type="checkbox"/> HANDLE DIRECTLY | <input type="checkbox"/> ALLOTMENT SYMBOL | <input type="checkbox"/> _____ |
| <input type="checkbox"/> PREPARE REPLY FOR SIGNATURE OF _____ | | |
| <input type="checkbox"/> ANSWER OR ACKNOWLEDGE BEFORE _____ | | |

FROM

Wayne Brown

DATE

9-29-55

REMARKS

For consideration at the Nashville meeting.

W. C. G.

REVISION OF SAA RESOLUTION ON FELLOWS PROPOSED BY WAYNE G. GROVER, 8-24-55
IN LETTER OF 9-1-55 -- REVISION PROPOSED BY SOLOM J. BUCK, 9-26-55.

Resolved, 1) That the Council is authorized to establish a system for the recognition of professional service by electing Fellows of the Society of American Archivists;

2) That minimum qualifications for election as a Fellow shall be as follows:

a. Eight years of professional work in a supervisory or otherwise responsible capacity as an archivist employed in archival repositories or as a specialist in records management.

b. Graduation from a recognized college or its academic equivalent, with major work in history, political science, or public or business administration, or any combination thereof; or the publication of a minimum of three scholarly books or 3 articles on archival or records administration. *with social science degree*
not in archival field
requiring previous

c. Five years of membership in the Society of American Archivists,

3) That the Council shall award an appropriate certificate to each member elected a Fellow,

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

Karl L. Trever
Editor

August 8, 1955

Room G-10
The National Archives
Washington 25, D. C.

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Margaret:

Thanks for your letter of August 6 expressing your "disappointed sympathy" upon learning that I have asked to be relieved of the editorship of the American Archivist. Only you who have been through the mill can understand why now after 6 years I wish to relinquish the job. I am quite sure that the Society can find someone to do the job as well as I, or perhaps better. It is high time that I was free to do some scholarly production on my own.

I can understand why you are disturbed that more firms do not advertise their services and wares in our journal. Granted, it would be a boon to all of us if we were able to name names and products when we are dealing with our superiors. Unfortunately advertising in the American Archivist is still pretty much of a good will gesture. Perhaps when someone else takes over the magazine and, as the circulation grows, we will be able to convince more firms that advertising in our pages pays dividends.

I am glad that you are going to be able to attend the national meeting. I think I shall be there, too, but at the moment my plans are very much in flux since my oldest daughter is expecting her second child sometime in September, and I may have to take my wife to Michigan, in which case I may not be able to make the Tennessee trip.

Sincerely yours,

Kare

Karl L. Trever
Editor, American Archivist

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

Karl L. Trever
Editor

November 29, 1955

Room G-10
The National Archives
Washington 25, D. C.

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Margaret:

I have your letter of November 23 requesting certain amendments to your article dealing with the Illinois records management survey, which is to be published in the January issue of the American Archivist.

Unfortunately, copy had been at the printer's for nearly 10 days when your letter arrived so I could not make the proposed changes in the original manuscript. As you know, once matter gets set in type it is more difficult to accommodate the author with respect to revisions, but I shall do what I can to make as many of them as possible when galley proof arrives. Should it occur that I cannot use the exact wording you have suggested because of layout problems, I will do what I can to achieve a reasonable equivalent.

I am getting desperate for new material for the next three issues of the journal. If anyone on your staff or anyone you know has a story that is worth telling in our journal, will you please have him send me his manuscript as soon as possible? I shall be grateful for any help you can give me along these lines.

Sincerely yours,

Karl

Karl L. Trever
Editor, American Archivist

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

Karl L. Trever
Editor

December 19, 1955

Room G-10
The National Archives
Washington 25, D. C.

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Margaret:

Your article in the January issue of the American Archivist runs to 7 pages. I will send you between 25 and 30 tear sheets, but if you or the Library wants to get reprints you will have to order them at once from Paul R. Strain, Torch Press, 324 Third Street, S. E., Cedar Rapids, Iowa. The rates are as given below.

<u>25</u>	<u>50</u>	<u>75</u>	<u>100</u>
\$5.85	\$7.25	\$8.55	\$9.85

If you want blue covers on your reprints, add \$4, \$4.50, \$5, or \$5.50, respectively.

Thanks for giving us your article--I'm sure many people will benefit from it. Best wishes for a Happy Holiday Season.

Sincerely yours,

Kue

Karl L. Trever
Editor, American Archivist

The American Archivist

PUBLISHED QUARTERLY BY THE SOCIETY OF AMERICAN ARCHIVISTS

Karl L. Trever
Editor

Room G-10
The National Archives
Washington 25, D.C.

4307 Woodberry Street
Hyattsville, Maryland
March 20, 1955

Miss Margaret C. Norton
Rural Route 3
South Fox Mill Lane
Springfield
Illinois

My dear Miss Norton:

This is to ask if you would be
willing to review the following work:

NA, Staff Information Paper #20, Archival Principles
Selections from the writings ofaldo Gifford Deland.

If you are willing to oblige, please
let me know and I'll send you a copy. I need about 300
words by April 15. Thank you.

Sincerely yours,

Rich Wood
Richard G. Wood
Reviews Editor
AMERICAN ARCHIVIST

March 24, 1955

Dr. Richard G. Wood
Reviews Editor
AMERICAN ARCHIVIST
4307 Woodberry Street
Hyattsville, Maryland.

Dear Mr. Wood:

It was nice of you to think of me in connection with the review of the archival selections from the Writings of Dr. Leland. Because he has had a great influence on my own career - you know he made the preliminary survey and recommendations for an Illinois archives department, recommendations which I largely followed in starting this department - so I would enjoy doing the review. Because of other commitments in connection with the Illinois archives, I feel it necessary to decline, as I cannot take on anything extra for the present. I am sorry, but hope you will understand.

Sincerely,

MARGARET C. NORTON
Archivist

OTHER ARCHIVISTS AND LIBRARIANS, 1956

Miss Margaret C. Norton
Archives Division
State Library
Springfield, Ill.

June 5, 1956

Dear Miss Norton:

I have just read your article in the January 1956 issue of *The American Archivist* & found it very interesting.

On page 52, reference is made to a list of Records Management firms who bid to conduct the Records Management survey in Illinois.

If it is available, I would appreciate receiving the names & addresses of the firms who bid.

I am the Records Management Officer for the Air Research & Development Center, Cambridge, Mass., and I never realized that there were so many firms dealing in this field. Their descriptive flyers, case histories, publications, etc. may be very helpful in my program.

Yours very truly
(Miss) Mary E. Connelley

26 Torteth St.
Brookline, Mass.

June 9, 1956

Miss M. E. Conolly
26 Toxteth Street
Brookline, Massachusetts

Dear Miss Connolly:

Although twelve firms mostly in the business of office management bid on our State Records Management contract, there were only four which were considered as qualified on the basis of their experience and the type of information they gave about the way they would handle the contract. These are as follows:

Names of Records Management Firms:

National Records Management Council
Robert A. Shiff, President
555 Fifth Avenue
New York 17, New York

Records Engineering, Incorporated
Gerald B. Nye, President
Bowen Building
815 Fifteenth Street, N. W.
Washington 5, D. C.

Leahy & Company
Emmett J. Leahy
337 West 27th Street
New York 1, New York

Lester B. Knight & Associates, Inc.
600 West Jackson Boulevard
Chicago 6, Illinois

As the contract was let by the Secretary of State and the original bids are in his hands I cannot furnish you with the names of the eight unsuccessful bidders.

- 2 -

June 9, 1956

Miss M. E. Connolly
26 Torteth Street
Brookline, Massachusetts

We are very much pleased with the work of our contractor, The National Records Management Council. The survey is now more than half over.

Sincerely,

MARGARET C. MORTON
Archivist

MCN:led

734 Western Avenue
Madison 5, Wisconsin
August 17, 1956

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I wish to thank you very much for your kindness in showing me the Illinois State Archives. It was a pleasure to see your facilities and meet your staff. I also enjoyed my conversation with Mr. Thornton Mitchell of the National Records Management Council survey staff. We remain very much interested in the accomplishments of the survey and means of their preservation in a permanent records program.

Very sincerely yours,

Maynard J. Brichford
Maynard J. Brichford

734 Western Avenue
Madison 5, Wisconsin
August 17, 1956

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I wish to thank you very much for your kindness in showing me the Illinois State Archives. It was a pleasure to see your facilities and meet your staff. I also enjoyed my conversation with Mr. Thornton Mitchell of the National Records Management Council survey staff. We remain very much interested in the accomplishments of the survey and means of their preservation in a permanent records program.

Very sincerely yours,


Maynard J. Brichford



OFFICE OF THE

Secretary of State

STATE OF CALIFORNIA

ARCHIVES AND CENTRAL RECORDS DEPOSITORY

1108 R STREET

SACRAMENTO 14

January 31, 1956

Miss Margaret C. Norton, Archivist
Illinois State Archives
Springfield, Illinois

Dear Miss Norton:

I am endeavoring to collect data on the specifications and cost of fumigation apparatus suitable for use in the California State Archives. Will you kindly inform me as to (1) the cost of such equipment in your Archives, (2) the manufacturer, and (3) the expense of installation. Have any changes occurred in the equipment and techniques you employ in the fumigation process since the publication of your "The Illinois State Archives Building" in The American Archivist in 1938? Would you recommend any change if starting anew?

Any further information on specifications, costs, and manufacturers of fumigation equipment will be greatly appreciated.

Sincerely,

William N. Davis, Jr.

Historian, State Archives

File: California archive

February 8, 1956

Dr. William N. Davis, Jr.
Historian, State Archives
Archives and Central Records Depository
1108 R Street
Sacramento, 14, California.

Dear Dr. Davis:

First of all, congratulations upon your appointment to succeed my friend Dr. Howman. I hope that, like him, you will attend the meetings of the Society of American Archivists regularly so that we may come to know you too. Perhaps you can route yourself to the Washington meeting next fall via Springfield. Since you deal so largely with records management problems you will probably be interested in our Records Management Survey which will be nearing completion by that time. Our project director is a fellow Californian with you, Thornton Mitchell, and I believe is acquainted with you.

There is nothing more that I can tell you about our fumigator beyond what you have already read in the 1938 article. This Haskelyte fumigator which we are using is the type used by furriers. I understand that it cost approximately \$1000, but am not sure, since the architect purchased it along with other building equipment. We understand that this particular piece of equipment is no longer manufactured by the Haskelyte Company. We do not know where such a fumigator can be obtained, but have heard that the North Carolina Department of Archives and History installed a similar type in their new records center. Perhaps Dr. Crittenden can advise you.

We have found our fumigator completely satisfactory. We especially like the simplicity of operation and the fact that its capacity of 100 drawers means that we can take care of any shipment in its entirety without having the materials sitting around waiting to be processed. We have not found that the greater time required by fumigation (20 hours as against 4 hours in the vacuum type) is any disadvantage. If the fumigator is loaded and started by noon of one day the materials can be removed at the beginning of the next day's work.

We shall be pleased to hear from you on this or other matters, and do hope you can visit here.

Sincerely,

MARGARET C. NORTON
Archivist



OFFICE OF THE

Secretary of State

STATE OF CALIFORNIA

ARCHIVES AND CENTRAL RECORDS DEPOSITORY

1108 R STREET

SACRAMENTO 14

February 15, 1956

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thank you for your letter of February 8 and for the expression of kind sentiments accompanying the information. I am writing Dr. Crittenden for advice on fumigation equipment.

For most far Westerners, the matter of regular attendance at the annual meetings in the East still lies in the realm of hopes and dreams. A difficult thing to arrange in the western universities, it is all but impossible in state service. Once in a great while circumstances will break right and then oh how the eastern visit is enjoyed. When I make my trip east I hope it can be via Springfield.

Sincerely,

William N. Davis, Jr.

Historian, State Archives



OFFICE OF THE

Secretary of State

STATE OF CALIFORNIA
ARCHIVES AND CENTRAL RECORDS DEPOSITORY
ARCHIVES BUILDING, 1020 O STREET
SACRAMENTO 14

October 15, 1956

Margaret C. Norton
State Archivist
State Library
Springfield
Illinois

Dear Miss Norton:

It is my understanding you recently issued a brochure entitled "The Illinois State Records Center" and I hear it is a fine publication. We have contemplated the publication of a brochure such as yours for quite a few years now. As you have "broken the ice" perhaps we too can be successful in the very near future. So may I ask Miss Norton for a complimentary copy of your brochure?

Here on the coast we have been hearing good news about your records management program, so in closing may we offer our congratulations and best wishes for your continuing success,

Cordially yours,



State Archivist

October 19, 1956

Mr. P. J. O'Brien, State Archivist
Archives and Central Records Depository
Archives Building
1020 O Street
Sacramento 14, California

Dear Mr. O'Brien:

Enclosed is a copy of our brochure, The Illinois State Records Center, for which you asked. This was prepared by Mr. Le Roy De Puy, State Liaison Officer for Records Management (who will succeed me upon my retirement next Spring) and the National Records Management Council staff.

We are very happy over the results of our Illinois State Records Management Survey now nearing completion. By the first of the year we expect to have all State records under retention schedules. As an archivist I am particularly pleased at the importance which is being given to permanent documentation. All archivists have been perturbed by the fact that up to now all emphasis is records management has been on the negative side-destruction of records. In our survey we have stressed the positive side, creation of records, which includes adequate documentation of the State's activities.

Our project director, Thornton Mitchell, delivered a splendid progress report at the Washington' Archivists meeting last week. This will probably come out in the January American Archivist. California should be proud to have furnished Mr. Mitchell for our work.

You were not at Washington, or at least, I do not remember seeing you. You missed one of the largest and most interesting meetings.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:lq

enc.: 1

1. Description of All Roads
How to Use Your Road Commission
All Road Management Survey

2 1 2 1

By suggestion of an american corpora-
tion, I am interested in "Archives of Illinois" alls
yours publications about archives and files.

Please accept my services for all you
will want about Archives and Files in my Country.

Very truly yours,

Address:
Apartado Postal 3365
Bogotá, Colombia, S.A.

George SERRANO M.

Department of State

BEN W. FORTSON, JR.

SECRETARY OF STATE
ATLANTA 3, GEORGIA



December 22, 1955

JOE N. BURTON
ASSISTANT TO SECRETARY OF STATE

R. C. COLEMAN
JOINT-SECRETARY
STATE EXAMINING BOARD

MRS. MARY GIVENS BRYAN
DIRECTOR DEPARTMENT OF
ARCHIVES AND HISTORY
1616 PEACHTREE ST., N. W.

J. J. MEDLIN
FISCAL OFFICER

MRS. MARY C. UTTERBERG
CHIEF EXAMINER
SECURITIES DIVISION

MRS. LOUISE BUCHANAN
CORPORATION CLERK

DOROTHY HAUGHEY
COMMISSION CLERK

Miss Margaret C. Norton, State Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I have had bound for you in buckram, the handbook on ARCHIVAL LAWS, with insert sheets in proper order for Alabama, Louisiana, New York and New Hampshire. I thought this binding would stand up under usage on your personal desk. It goes forward to you today with my compliments. You can see how much I think of the Illinois Archivist as I have only bound copies for you, Dr. Radoff, Dr. Posner and myself.

With the SEASON'S GREETINGS, I am

Cordially,

Mary G. Bryan

(Mrs.) Mary G. Bryan, Director
Department of Archives and History
1516 Peachtree Street NW
Atlanta 9, Georgia

MGB:va

January 3, 1956

Mrs. Mary G. Bryan
Director
Department of Archives and History
Department of State
1516 Peachtree Street, NW
Atlanta 9, Georgia

Dear Mary:

Thanks for the bound copy of your handbook on ARCHIVAL LAWS. I do indeed appreciate the compliment you have paid me in sending me one of the few bound copies.

As a matter of fact, Mr. Reid has had my other copy for sometime and is using it in connection with a survey he has been making. I assure you this is an exceedingly fine piece of work.

My delay in thanking you for this is due to the fact I have only today returned to my desk after a bout with the flu.

A very Happy New Year to you.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:lcc

Department of State

BEN W. FORTSON, JR.
SECRETARY OF STATE
ATLANTA 3, GEORGIA



Sunday
August 19, 1956

Dear Miss Norton:

I am spending my Sunday working on my revision of Archival Laws. They are coming in nicely - more than half are in.

Very deeply did I appreciate your letter to me of August 13th. The 4th paragraph I shall hold in confidence. It saddens me, though, to a great extent, to realize you will be retiring next spring. I know well that such a day faces us all, when it becomes time "to rest from our labors." You deserve a few years to call your own. I fully realize. You have been such a pioneer in our archival profession. Not only do we, in the Society, owe you a debt of gratitude, but so does the State of Illinois. Knowing full well the years involved in building an archival program, I know your heart's greatest desire is to see a capable person succeed you with new vision in this changing world - one who will continue to build and not tear down. It takes such a short time to tear down, but years to build, as we all know.

JOE N. BURTON
ASSISTANT TO SECRETARY OF STATE

R. C. COLEMAN
JOINT-SECRETARY
STATE EXAMINING BOARD

MRS. MARY GIVENS BRYAN
DIRECTOR DEPARTMENT OF
ARCHIVES AND HISTORY
1515 PEACHTREE ST., N. W.

J. J. MEDLIN
FISCAL OFFICER

MRS. MARY C. UTTERBERG
CHIEF EXAMINER
SECURITIES DIVISION

MRS. LOUISE BUCHANAN
CORPORATION CLERK

DOROTHY HAUGHEY
COMMISSION CLERK

I do know, personally, Mr. De Puy, as he was also in my Archives Administration Institute in 1951. He stopped by to see me in Atlanta on his way to New Orleans several years ago. He seems to be a most serious and conscientious person, and as you say, has wide experience in both archival and records management fields. No doubt you have watched his work closely in Illinois, and feel he is the person you feel most qualified to succeed you. I wish him every success as it is a great responsibility to head the Illinois Archives program.

In a few days you will receive a mimeographed letter from me which will be self-explanatory. Several state archivists have severely criticized me as Chairman of State Records Committee for not holding a firmer hand over my Committee. They think the reports overlap, which isn't so, to any large extent. As you know me, I am in close touch with each one, preparing different reports. Have written a letter to help clarify the matter and asking them to please cooperate for the sake of our profession. Just sending you copy for your personal use, of course, it doesn't concern you as you are always most cooperative and understand what it is all about.

The Archivists of Colorado, Delaware and Georgia will have a little Cocktail party in my suite at 6:00 P.M. before our dinner meeting at 7:00 P.M. on Wednesday evening, Oct. 10th. A pre-convention affair. I will want you to attend. Enclosure you will receive later next week will explain all

Cordially,

Mary

August 20, 1956

Dear State Archivists and Records Officers:

It has come to my attention in the form of criticism during the last week as Chairman of the State Archives or Records Committee of The Society of American Archivists, that too many different forms are being sent out by my committee, and that they are wondering how firm a hand I am holding over these reports by the committee which, perhaps, seem to be overlapping, to you. May I hasten to clarify by stating that very little do these different reports overlap. The various members of the Committee cannot rely too much on the 1955 Handbook I prepared last year on Archival Laws in the States and U. S. Territories, as some states had sessions of the legislature in 1956, and many heads of agencies have resigned or died. While I am gathering the general laws passed in 1956 and bringing the handbook up-to-date, with new budgets, heads of agencies, etc., the committee members are preparing more detailed reports about other matters. Miss Lola Homsher is doing a microfilming report; Dr. Robert Brown of Minnesota, a report on disposal and destruction laws, with emphasis on scheduling of records; Gust Skordas of Maryland is doing a report on salaries of heads of agencies, and head clerks of their various divisions; Philip P. Mason is gathering replevin laws, and court cases where the different states have made attempts to regain custody of papers or documents taken from original and official custody by various methods. Some attempts made by our states have been successful and some have not, still whether successful or not, such court cases hidden in decisions of court reports will be valuable when they are brought to light, and appear in one compilation for the use of our archival agencies.

I realize that so many different forms coming to you has been confusing, and often take so much time until they become a nuisance, but for the sake of our archival profession, I will deeply appreciate your full cooperation on these forms to the members of my committee. They do not overlap as much as they might appear from a first glance. As Chairman, I plan to bind all these different reports along with my revision of Archival Laws, in one handbook and distribute them at the annual meeting of our Society of American Archivists in Washington, October 11 and 12, as the 1956 REPORT OF THE STATE ARCHIVES OR RECORDS COMMITTEE. Again, I know these forms are overworking all of you of late, but will in the end contribute so much to our profession.

Please answer the enclosed form and return to me in order for me to know how many dinners to have prepared at the Willard Hotel.

My deep and sincere appreciation to each one of you, I am

Sincerely yours,

Mary C. Bryan
(Mrs.) Mary C. Bryan, Chairman
State Archives or Records Committee
The Society of American Archivists

MGB:va enclosure

1516 Peachtree Street NW - Atlanta 9

Department of State

BEN W. FORTSON, JR.
SECRETARY OF STATE
ATLANTA 3, GEORGIA



August 24, 1956

JOE N. BURTON
ASSISTANT TO SECRETARY OF STATE

CECIL L. CLIFTON
JOINT SECRETARY
STATE EXAMINING BOARD

MRS. MARY GIVENS BRYAN
DIRECTOR DEPARTMENT OF
ARCHIVES AND HISTORY
1516 PEACHTREE ST., N. W.

J. J. MEDLIN
FISCAL OFFICER

MRS. MARY C. UTTERBERG
ASSISTANT SECURITIES COMMISSIONER

MRS. LOUISE BUCHANAN
CORPORATION CLERK

DOROTHY HAUGHEY
COMMISSION CLERK

Miss Margaret C. Norton, Archivist
Archives Division - State Library
Springfield, Illinois

Dear Miss *Margaret*:

Your nice memo received this morning attached to the notice, and I am delighted to find that we will have four from Illinois to attend our dinner meeting. Indeed, it is just not limited to heads.

Of course, to me you are a jewel, and you have one of the most sensible attitudes I know of in retiring with a maximum of 35 years service. I have dreams of doing exactly what you are doing. There are so many things in the archival field that I want to do along with enjoying life when I reach retirement age. My spirit was broken here for the last five years because we had a member of our staff who was 90 years old who insisted upon staying. She was doing nothing but occupying space in the building; however, the good Lord finally took care of the situation for me as she passed away July 5. My whole outlook on life has changed along with the attitude of the staff and there is no longer that awful tension. Retiring at the young age of 65, you will always be remembered at your best and a person who left with her boots on!!!

Looking forward to seeing my Illinois delegation Oct. 10th.,

Sincerely yours,

Mary

(Mrs.) Mary G. Bryan, Director
Department of Archives and History
1516 Peachtree Street NW
Atlanta 9, Georgia

MGB:va

Believe I forgot to mention that the Archivists of Colorado, Delaware & Georgia will have small cocktail party in suite to be occupied by the Archivists of Colorado & Georgia at 6:00 P.M. before dinner meeting at 7:00 P.M. on Wed, Oct. 10th. Do plan to attend, but don't mention it to other 3 until I can clarify we will have enough room to take care of all. At present I think we will have to limit it by invitation only on account of space. MGB.

406 West Iowa Street,
Urbana, Illinois,
20 August 1956

Miss Margaret C. Norton,
Archives Librarian,
State Library, second floor west,
Archives Building,
Springfield, Illinois.

My dear Miss Norton:

I belong to an organization which has a large and growing collection of archives, some of them quite valuable, and the National Archives Committee, of which I am a member at present, earnestly feels itself in need of professional counsel and suggestions as to how this material may best be organized, classified and preserved.

Some time ago, I spoke with Miss Anne Boyd, formerly of the Library School staff of the University of Illinois, thinking that perhaps at the Library School, of which I am a graduate, there might be material available on the subject of archives, or that the University of Illinois Library might itself show examples of the proper care of archives. But Miss Boyd advised me to contact the archives department at the State Library, and for this reason I am writing you to see if it would be possible for me to confer with you on this important subject.

It happens that I should be in Springfield on Saturday, September 8, to attend the wedding of a friend, and I thought if it were convenient for you or some member of your staff (if you happened to be on vacation) I might come a day early and have some time to have an interview with you. I suppose you are not open for work on Saturdays, and I am not familiar with your hours on week-days either. If an interview could be arranged, I would be glad to do my utmost to make my time fit with yours.

I am enclosing a stamped, self-addressed envelope for your convenience.

Thanking you,

Sincerely,

Kara Emily Hottel

August 24, 1936

Miss Flora Emily Hottes
406 West Iowa Street
Urbana, Illinois

Dear Miss Hottes:

The Archives Division will be open on Saturday, September 8,
but I will not be able to be here that morning.

However, I will be on duty Friday, September 7, and will
be glad to talk with you about the Archival problems of your association.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:vlv

MISS FLORA EMILY HOTTES
406 WEST IOWA STREET
URBANA, ILLINOIS

28 August 56

Miss Margaret C. Norton, Archivist,
State Library, second floor west,
Archives Building,
Springfield, Ill.

My dear Miss Norton:

Thank you for your prompt reply to my recent letter.

I expect to drive to Springfield on the morning of Friday, September 7, and we should arrive before noon. If, however, there should be an unavoidable delay, I shall hope to see you early Friday afternoon to receive some of your valuable counsel relating to the care and classification of archives.

Thanking you,

Sincerely,

Flora Emily Hottes

ILLINOIS HISTORICAL SURVEY
OF
THE UNIVERSITY OF ILLINOIS

418 LINCOLN HALL
URBANA, ILLINOIS

October 24, 1956

Miss Margaret Norton
Illinois State Archivist
Archives Building,
Springfield, Illinois

Dear Margaret:

I enclose a description of three manuscripts which John Tevebaugh and I saw in the book case of the Pierre Menard Home earlier this month. We were interested in the contents of the cases, and judged that perhaps the State Library had supplied dups of some old volumes from its stocks to give the proper effect. These account books though are genuine and it seems might better be somewhere else. What do you think?

I was sorry to have to leave Washington so hurriedly, but it was a pleasant meeting and I was happy to have the archivists accord you proper distinction.

Sincerely,

NJP/as

W. H. Murphree

November 16, 1956

Mrs. Theodore C. Pease
Illinois Historical Survey
University of Illinois
418 Lincoln Hall
Urbana, Illinois

Dear Marguerite:

Thanks for the information concerning the manuscripts of the Menard House. I have waited to reply until I could talk with Mr. Walton. Mr. Walton, Mr. De Puy, and I agree that these manuscripts belong in the Historical Library rather than in the Archives, and that Mr. Walton is probably in a better position than we to exert pressure on the Conservation Department to deposit them in Springfield. Mr. Walton was delighted to get the description of the documents because when he was down there several weeks ago the custodian refused to allow him to examine the contents of the bookcase. The books didn't come from the State Library.

I was sorry not to have had an opportunity for a real visit with you at Washington. I hope you met Le Roy De Puy who is succeeding me. We are all delighted with the way he is taking hold and even more, with the way the powers that be are going along with him in his planning for a bigger and better institution. Among the changes we are thinking about, though nothing has been announced, is a separation of the Archives from the State Library. There are both advantages and dangers involved in this, but I think we are not strong enough to stand alone. I expect to be in the office until some time between April first and June Thirtieth, depending on how long it takes me to finish certain work. Mr. De Puy will take over the actual administration on January first and I shall continue with certain projects. If you don't already know Mr. De Puy I hope you will get over to meet him soon.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:leq

EDUCATION DEPARTMENT
EMBASSY OF INDIA



2107 MASSACHUSETTS AVENUE, N. W.

WASHINGTON, D. C.

April 16th, 1956

Our Ref. V. 34/55

Dear Sir:

I am writing this letter on behalf of Dr. V.G. Dighe, Historical Archivist to Government Secretariat Record Office, Bombay, India, who has come to this country under a grant from the Rockefeller Foundation for research in his particular field.

Dr. Dighe expects to be in Chicago some time this month and while in the neighborhood would like to visit the Archives Division of the Illinois State Library.

I do sincerely hope that when Dr. Dighe goes to Springfield, it will be possible for him to make the desired visit.

Yours sincerely,

R.M. Halder
Educational Attache

Director,
Archives Division,
Illinois State Library,
Springfield, Illinois.

241 2-10-56

April 18, 1956

Mr. R. M. Halder
Educational Attache
Education Department
Embassy of India
2107 Massachusetts Avenue, N. W.
Washington, D. C.

Dear Mr. Halder:

We will be happy to have Dr. V. G. Dighe, Historical Archivist of Government Secretariat Record Office, Bombay, India, visit the Illinois Archives. We suggest that he should not try to see Springfield in one day but to plan to stop over night. As this is the tourist season he should get an advanced reservation at the Abraham Lincoln or Leland Hotel.

We recall the pleasure we had in a very brief visit from Dr. Joshi, the head of that institution, several years ago.

If possible we would like to know in advance about when to expect Dr. Dighe.

Sincerely,

MARGARET C. BORTON
Archivist

MCN:lq

20 Roseland St.,
Cambridge 40 (Mass.)
April 28th 1956

Dear Miss Norton,

Thank you very much for your letter to
the Indian Embassy - I congratulate you on
your strong memory. I am Dr. Joshi's Deputy
and reeducating myself at Harvard for
some time. I hope to be in Springfield on
10th May. Do you think you could reserve
a room for me at Abraham or Ireland Hotel?

My wife is travelling with me.

Sincerely Yours

V. G. Dighe

(V. G. DIGHE)

Deputy Director,
Sec. Records, Govt. of
Bombay, INDIA.

P.S. If there is change in my programme
I will write you from Chicago. I will be
in Chicago from 4th to 7th May.

V.G.D. -

April 30, 1956

Mr. V. G. Digne
20 Roseland Street
Cambridge 40, Massachusetts

Dear Mr. Digne:

A reservation has been made for
Mrs. Digne and you at the Leland Hotel
for the night of May 10.

We are looking forward to meet-
ing both of you. Please let us know if
there should be a change in your plans
so that we can, accordingly, notify the
hotel.

Sincerely,

MARGARET C. MORTON
Archivist

MCW:leq

Capri

7TH AT WABASHA, ST. PAUL 2, MINN.

St Paul

9 May 1956

Dear Miss Norton,

I am sorry to say I cannot go to Springfield and not have the opportunity of meeting you. I had been told at Washington that yours is one of the well-organized archival agencies in this country and that I shd not miss it. But my programme is so much crowded, I have to omit quite a few interesting items. If at any time I return to the states I will take the first opportunity of visiting you.

Thanking you
Yours sincerely
V. G. Dighe

April 26, 1956

Mrs. Herbert Kellar
973 University Bay Drive
Madison, Wisconsin

Dear Lucille:

Under separate cover I am sending you some of the copies of my memorial on Herbert, published in the American Archivist. You may wish to send these to some of his friends.

I am hoping we shall be seeing you at the Washington meeting of the Society of American Archivist or sooner somewhere else if possible.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:lq

Consulting Engineers



Member • Association of Consulting Management Engineers, Inc.

LESTER B. KNIGHT & ASSOCIATES, INC.

549 West Randolph Street, Chicago 6, Illinois • Telephone ANdover 3-3801

Cable: Knighteng Chicago

Please reply to
917 15th Street, N.W.
Washington 5, D. C.
Tel. Republic 7-7939

February 15, 1956

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I want to commend you for your excellent article in January's The American Archivist. It is clear, concise, and tactful. The main text, plus the outline of "Suggestions for Bidders," should be very helpful to other jurisdictions who may wish to undertake similar programs.

We wish you and the National Records Management Council every success in your records management surveys.

Very truly yours,

LESTER B. KNIGHT & ASSOCIATES, INC.
Consulting Engineers

William R. Divine

William R. Divine
Vice President and Washington Manager

February 17, 1956

Mr. William R. Divine
Vice President and Washington Manager
Lester B. Knight & Associates, Inc.
917 15th Street, N. C.
Washington 5, D. C.

Dear Mr. Divine:

It was very kind of you to take the trouble to write me about my article in the American Archivist. We also appreciate your kind words hoping for success in our current records management surveys. I was certainly sincere in what I said about appreciating the assistance which all of the companies gave us in formulating our suggestions for bidders. The decision among the top four of which Knight was one, was an exceedingly difficult one and actually in the end was based upon the lowest bid. I was sorry that I was away at the time you were here, although, I do think what I would have told you would have influenced the decision. When you are out this way again I hope you will plan to spend some time with us.

The National Records Management Council is, as we had expected, finding many records procedures which need modification. I have said that I would be satisfied if the chief accomplishment was to make departments realize they had problems. They are certainly giving wonderful cooperation.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:lq

Library Trends



University of Illinois LIBRARY SCHOOL, Urbana, Illinois

February 23, 1956

Miss Margaret C. Norton,
State Archivist
Illinois State Library
Centennial Building
Springfield, Illinois

Dear Miss Norton,

The Publications Board of LIBRARY TRENDS would like to develop an issue on the general topic of Manuscripts and Archives. We invite you to be the Guest Editor for the issue, for publication in January 1957.

You are undoubtedly familiar with the set-up of LIBRARY TRENDS, each issue of which is devoted to a single topic with several authorities invited to contribute specific chapters to the monographic whole. The Issue Editor advises us as to the possible methods of developing the subject, the workable division into eight to twelve parts, and suggestions for authors for each of the parts. The Issue Editor usually writes an introduction or summary, and occasionally one of the chapters.

We feel that there is no good single work covering the several aspects of manuscript and archives collection, organization, and preservation. In the issue consideration would be given, I should think, to the purposes served by manuscript and archives collections, the reasons for their existence, their history, dimensions, and characteristics, the services built upon them, and the personal requirements for archival work. As LIBRARY TRENDS is internationally minded we would want your authors to keep in mind developments outside the United States.

If the idea appeals to you, we will ask you to submit to us a proposed outline of chapters with suggestions for contributors.

We hope you can take on this assignment. It is a job that needs doing and you are eminently fitted for it. As for deadlines the manuscripts should reach you by August 15 for transmittal to me by September 15. This gives some leeway in case someone should be delayed.

Sincerely yours,

Harold Lancour
Harold Lancour
Managing Editor

February 27, 1956

Mr. Harold Lancour
Managing Editor
Library Trends
University of Illinois Library School
Urbana, Illinois

Dear Mr. Lancour:

Your proposal to devote the January issue of Library Trends to manuscripts and archives is a project which fascinates me because as you say there is no up to date synthesis on the subject. However, I am compelled to refuse the assignment. I am scheduled to retire early next year and must devote all of my time and energy to rounding out my own work before turning it over to my successor.

The 1955 General Assembly added great responsibility to my job. We have been trying to find someone to take over some of this burden and prepare to succeed me. The right person is proving very difficult to find and in the meantime I am staggering under the load.

Perhaps, Dr. Lester J. Cappon, Director of the Institute of Early American History and Culture at Williamsburg, Virginia, might be able to undertake this editorial work. He is to head the Third Annual Summer Institute on Historical and Archival Management to be held at Radcliffe and Harvard this summer. Unquestionably, Dr. Cappon has given considerable thought to just this subject.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:leq

LINCOLN BIBLE INSTITUTE

BOX 178
LINCOLN, ILLINOIS

MISS JESSIE C. EURY
LIBRARIAN

March 9
1956

Miss Helene H. Rogers
Assistant State Librarian
Illinois State Library
Springfield, Illinois

Dear Miss Rogers:

We have eight volumes of Periodical material, which we desire to have microfilmed for the library.

Do you have the equipment for such work? If so, what are the charges?

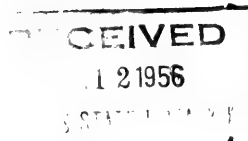
We would need both negative and positive - if only negative can be done, we would be most grateful for that service.

Thank you for your attention.

Sincerely,

LINCOLN BIBLE INSTITUTE

Jessie C. Eury
Jessie C. Eury
Librarian



March 14, 1956

Miss Jessie C. Eury
Librarian
Lincoln Bible Institute
Box 178
Lincoln, Illinois

Dear Miss Eury:

Your letter addressed to Miss Helene H. Rogers, Assistant State Librarian, has been referred to the Archives Division of the Illinois State Library for a reply.

We have a microfilm camera but are unable to do work on a commercial basis. That is, we microfilm material in the Archives and State Library only.

There is a microfilming company here in Springfield which does considerable work for various State agencies. We suggest that you write them. The address is the Cam-Record Company, Inc., 118 South Fourth Street, Attention: Mr. Rickey.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:leq



WADE O. MARTIN, JR.
SECRETARY OF STATE

STATE OF LOUISIANA
SECRETARY OF STATE
BATON ROUGE

4 May 1956

LOUISIANA ARCHIVES SURVEY

WADE O. MARTIN, JR.
SECRETARY OF STATE, DIRECTOR
DR. E. A. DAVIS
HEAD, HISTORY DEPARTMENT, LSU
CHIEF CONSULTANT
JOHN C. L. ANDREASSEN
ASSOCIATE DIRECTOR

Miss Margaret C. Norton, Archivist
Illinois Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Your experience has been such that we would like to ask your indulgence, and assistance in a matter of considerable concern to the State of Louisiana.

During the past two years we have been engaged in a study of State and local archives here in Louisiana, under terms of Act No. 381 of 1954, a copy of which is attached.

We have permissive legislation for the deposit of State and local records "not in current use" in the Louisiana State University Department of Archives. Actually no deposits under this 1936 authority (La. R.S. 17:1541-1543) have been made since 1938.

We have come to the conclusion during the course of this survey that the basic general records law in the State is sound, what is needed is implementation. For example: definition of public records (La. R.S. 44:1); right to examine records (La. R.S. 44:31-35); 6 year retention period for most records (La. R.S. 44:36 as revised through 1954); and use of photographic processes (La. R.S. 44:39, as amended) are reasonably satisfactory. However, over 75% of the pages of 5 volumes of our Revised Statutes of 1950 as amended, contain some kind of records creation, retention, or other requirement. Each has been identified during the course of this Survey for future use.

With these findings we have had drafted a proposed bill for introduction at the Legislative Session beginning 14 May. It has been based in large part on portions of Title 44 of the U.S.C. dealing with the National Archives and Records Service, although much has also been taken from archives and records legislation of several states.

I attach a draft of the proposed bill in its present form. Could you find the time to look it over and let me have your general or specific reaction to this bill in its present form? We are most anxious to present the best possible draft and will be most appreciative of any assistance you can give us.

We are sending you under separate cover: Louisiana Archives Survey, Report No. 1. Survey of Public Records (Baton Rouge, 1956) xxxiv, 486 pp; and will forward; Report No. 2, Findings and Recommendations about one week from this date. It will not exceed 20 printed pages.

Needless to say, we are under the ~~same~~ restrictions as Federal officials with regard to handling reports to the Legislative Branch.

We would be pleased to keep you informed of developments after a bill has been introduced and/or acted upon.

Yours truly,


EDWIN A. DAVIS

EAD:ksd
enc:2

May 9, 1956

Dr. Edwin A. Davis, Chief Consultant
Head, History Department
Louisiana State University
Baton Rouge, Louisiana.

Dear Dr. Davis:

Because the time is so short before the meeting of your legislature, and because my time is going to be pretty well tied up with official foreign guests the rest of this week, I am sending you my preliminary reactions to your proposed legislation without having made myself familiar with the details of your recent survey. I have a few comments in general on legislation for archives which result from our own practical experience.

1. Your bill covers too much territory. It would be better to split into at least three bills: one for creating your department of Archives and Records Service; one for the relations between the State Archives and Records Service and local records; one for the disposal of records. The reason I say that is that we find that there is a tendency ~~of~~ amend laws, and by keeping the laws separate you are not apt to get the good parts of the law amended along with the less satisfactory sections. For instance, the 1955 legislature threw out the county disposal act. If that had been tied up with the disposal of State records, someone might have amended the State law which is working fine. Remember that there is a distinction between amendments which you recommend and throwing a whole bill open to an amendment by some member who doesn't know what it is all about or ~~whole~~ has a client who wants something. Another thing which happened last session. Someone tried to amend all laws relating to criminal laws to destroy, and to compel destruction of, all criminal records ten years old if no conviction was made or if a convicted criminal had failed of reconviction after serving his sentence and ten years had elapsed. The bill was introduced by a "do-gooder" but in effect would have repealed our habitual criminal law. One of the amendments proposed was to our State Records Disposal Law. Of course these bills did not pass, but how glad we were that our entire records program was not jeopardized by throwing the whole of our legislation open for amendment. I don't know about your legislature, but we have to watch ours for jokers slipped into bills when we aren't on our toes.

2. Your bill is too detailed as to how you are to carry out your program. If you try to spell out everything, you end up with obsolete requirements or get a decision that it was not intended that you do such and such a thing because it isn't included in the law. For instance in Section 13 you say, "and to establish, maintain and operate centralized microfilming, photostating, indexing, decontamination and lamination services for State and local agencies." Perhaps you

decide against establishing a centralized microfilm service. We have - we refuse to take the responsibility for omission, misfilings, etc. when the microfilming is done - we say microfilming is the responsibility of the Department since it is a process of creation of records, whereas we are the custodians, not the makers of records. Suppose you and the department do not see eye to eye about the desirability of microfilming - don't be caught with "a hot potato". Microfilming may not be the ultimate answer - many archivists are beginning to question its value. Possibly some other process, not named in the law, will supersede microphotography - don't let yourself be limited. Certainly photostating refers to one process, whereas there are other types of photographic reproduction which you should be able to use. Indexing is only one of the processes of providing finding aids, and definitely not the one of first importance, though of course it is important. There may be newer processes than lamination. Why not say "repair and rehabilitation of documents."

You see what I am driving at - state what your department is to do, what are its objectives, but not how to achieve those objectives.

3. Your governing board and your board which passes on disposal of records should be separate. Of course your archivist should not be a voting member of your governing board, but very definitely he should have a say-so as to what records shall be disposed of and how.

Our records laws are not perfect and may not be applicable to Louisiana conditions, but I enclose copies of some of them marked to show the principles elucidated above.

I hope you are not hurt by the above comments. They are based on a good many years of experience, not all happy ones as legislation goes. Later when I have had more time to study the literature you have sent me I will make more comments.

Sincerely,

MARGARET C. NORTON
Archivist

The basic Illinois Statute governing the Archives Division. Sections in the State Library Act of 1939:

Sect. 2. The Secretary of State shall be librarian of the State Library, and shall have the direction and control thereof. He may make and enforce such rules and regulations in relation to the care, arrangement and use of books, maps, charts, papers, furniture and other things belonging to the State Library as he may deem proper.

Sect. 4. State Library Advisory Committee

This is a weakness in our law since this advisory committee is made up of public librarians who do not in any way represent archival interests. They do not formulate practices and policies for the Archives Division, in practice, but they are in a position to bring pressure if needed by us.

Sect. 5. Purpose of library

(b) Maintain a Division for acquiring and preserving of the archival material of the State, and, offer facilities for the proper use of the said material.

We may have to have an amendment to authorize the establishment of our new Records Center for records not of archival, i.e., permanent value, but meantime we are setting it up and apparently going to get by with it,

Sect. 13. Seal and authenticated copies.

The State librarian shall have an official seal which shall be used to authenticate all books or records in his custody that are not exempt from examination as confidential or protected by subsisting copyright. A fee of fifty cents per page shall be charged for each authenticated book or record, except there shall be no charge for the making or authentication of such copies or reproductions furnished to any department or agency of the state for official use. When any such copy or reproduction is authenticated by the official seal of the State librarian, it shall be prima facie evidence of the correctness of such books and records and shall be received in evidence in the same manner and with like effect as the originals.

Sect. 15. State officials may turn over documents to Archives Division.

Any official of the State of Illinois may turn over to the State librarian, with his consent, for permanent preservation in the Archives Division, any official books, records, documents, original papers, or files, not in current use in his office, taking a receipt therefor.

See how simple the above is? What we may do, but not how.

We also have a law authorizing local officials to turn over records to us. As a matter of policy we do not encourage such transfers because we feel that if the cream of the documents is skimmed off we cannot expect local support for the proper care of the even more important records which have to be left in the county, such as land records. We do encourage the deposit of security copies (microfilm) of county records with us, to be held under seal as the ~~benefit~~ benefit of the county.



WADE O. MARTIN, JR.
SECRETARY OF STATE

STATE OF LOUISIANA
SECRETARY OF STATE
BATON ROUGE

May 16, 1956

LOUISIANA ARCHIVES SURVEY

WADE O. MARTIN, JR.
SECRETARY OF STATE, DIRECTOR
DR. E. A. DAVIS
HEAD, HISTORY DEPARTMENT, LSU
CHIEF CONSULTANT
JOHN C. L. ANDREASSEN
ASSOCIATE DIRECTOR

Dear Miss Norton:

May I acknowledge your very helpful letter of May 9, and enclosures. One of the hardest things to get in this world is the considered counsel and advice of the experienced professional. We are most grateful for the time and thought you have given this problem of ours.

We are now re-working our drafts of bills, and your suggestions are proving most helpful. There is only one place where there isn't much we can do. The draft bill does indeed cover too much territory. Three bills, however would create more problems than they would solve. The historical evolution of the legislative process in this State has brought us to a point where the Legislature passes bills, but the Law Institute inserts those bills into our Revised Statutes, with authority to place the various provisions of an act where the Institute considers them best situated. There is little if any advantage to be gained here from any separation of the material into different bills.

We have also decided to kill the section numbered 22, on the grounds that no one should have immunity from taking property, without due process.

The doctrine of fair use, is of course receiving some acceptance here, and should provide reasonable protection in most instances.

Again let me thank you for a straightforward statement, in time to be of real assistance.

Yours truly,

Edwin A. Davis
Edwin A. Davis

October 5, 1956

Dr. Morris L. Radoff
Maryland Hall of Records
Annapolis, Maryland

Dear Dr. Radoff:

Mr. Wallace Bulpitt who is in charge of our Restoration Laboratory is coming to the Washington meeting of the Society of American Archivists. As he is going several days ahead of time we have suggested it would be profitable for him to visit the Maryland archives. Mr. Bulpitt was trained by Mr. Barrow and he tells us he seems to be unusually talented and we are anxious for him to see all he can particularly the way you bind your records and handle parchment. He will probably go to Annapolis Tuesday or Wednesday.

I will greatly appreciate any courtesies you may give him.

Sincerely,

MARGARET C. MORTON
Archivist

MCM:lec

MILFORD FALLS

ALL COTTON

HALL OF RECORDS

STATE OF MARYLAND

ANNAPOLIS

October 29, 1956

MORRIS L. RADOFF
ARCHIVIST AND RECORDS ADMINISTRATOR

GUST SKORDAS
ASSISTANT ARCHIVIST

REX BEACH
ASSISTANT RECORDS ADMINISTRATOR



Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Margaret:

Gust Skordas and I are delighted that Mr. Bulpit enjoyed his visit in Annapolis. He created a very favorable impression here.

Thank you very much for the nice things you said about me. I have never outgrown the need for a good word every now and then.

I agree with you that one of our difficulties in agreeing about fellowships was that really not one of us was enthusiastic about the idea. It was, from beginning to end, a compromise - first, between two strong factions in the Society and second, between eight or ten strong minds on our Committee. No wonder, none of us was enthusiastic at the end. Still it had to be done, and I am glad that we did it without burdening the new Chairman with business as old as this was.

My very best wishes to you, as always,

Sincerely yours,

M. L. Radoff
MORRIS L. RADOFF

MLR:mmm

The Clements Library
University of Michigan

Ann Arbor

April 30, 1956

Illinois State Library
Centennial Bldg.
Springfield, Illinois

Dear Sir:

We are making a survey to determine the location of letters and documents signed by or addressed to Lewis Cass (1782-1866), soldier, diplomat, and statesman. We believe the largest collections of his manuscripts are in the Detroit Public Library and in this Library, but they by no means represent all of his extensive correspondence.

A brief note from you, even on the bottom of this page, giving the number and inclusive dates of the letters you have, and whether from or to Cass, will be appreciated.

Very truly yours,


Howard H. Peckham
Director



May 3, 1956

Dr. Howard H. Peckham
Director
The Clements Library
University of Michigan
Ann Arbor, Michigan

Dear Dr. Peckham:

The only manuscripts in the Illinois State Library are those in the Archives Division. We find that all our Cass documents except one were written to or by him in his capacity as Secretary of War. All have been published in Collections of the Illinois State Historical Library, vol. 4: Governor's letter books 1818-31. There are 7 letters by Cass and 5 to Cass. We have the original letter book and presumably, though we did not take time to check this, the original letters from Cass.

You have doubtless contacted the Illinois State Historical Library of which Mrs. Marion D. Pratt, Acting State Historian, is head, so we have not passed on your letter to her.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:lcc

May 7, 1956

Mr. Robert M. Brown
State Archives
Minnesota State Archives Commission
613 State Office Building
St. Paul 1, Minnesota

Dear Mr. Brown:

The National Records Management Council is making a survey of the record keeping of all State offices. They have just completed a survey of personnel records for Civil Service and for the new State Personnel Department. We are, therefore, asking them to reply to your letter concerning policies as to retention of personnel files of former State employees.

Sincerely,

MARGARET C. MORTON
Archivist

MCN:leq

cc: Mr. Thornton Mitchell
Project Director
The National Records Management Council
Archives Building
Springfield, Illinois

MINNESOTA STATE ARCHIVES COMMISSION

Commissioner of Administration, Chairman
Director, Minnesota Historical Society, Secretary
State Auditor
Attorney General
Public Examiner

Address Communications to the State Archivist
MINNESOTA STATE ARCHIVES COMMISSION
~~Minnesota State Archives Commission~~
St. Paul 1, Minnesota

613 State Office Bldg.

May 10, 1956

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

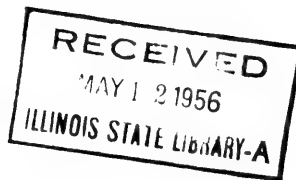
Thank you for your letter of May 7, 1956. We shall look forward to receiving a reply from Mr. Mitchell and also a copy of the survey of personnel records for Civil Service.

Sincerely yours,

Robert M. Brown

Robert M. Brown
State Archivist

RMB:mb



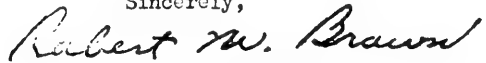
MINNESOTA STATE ARCHIVES
STATE OFFICE BUILDING
ST. PAUL 1, MINNESOTA

August 10, 1956

Dear Archivist:

In 1954 a survey was made of the records disposal policies of the various states and territories of the United States. Mrs. Mary Givens Bryan, Chairman, State Records Committee of The Society of American Archivists, has requested that the report be brought up-to-date. In the event there have been changes in the last two years in your state or territory relating to disposal policies, please indicate the same on the enclosed questionnaire. Your co-operation will be appreciated.

Sincerely,



Robert M. Brown
State Archivist

Enc.

RMB;mb

Survey Questionnaire

Records Disposal Policies of Archival
Agencies for the Committee on State Archives
of the Society of American Archivists

Laws under which state records may be destroyed: (Give citations)

An Act creating the State Records Commission and defining its powers and duties. Approved July 23, 1943 as amended ~~IX~~ by acts approved July 16, 1951 and July 10, 1953. Ill. Rev. Stat. 1955 Chap. 116 Par. 39-43.3

Who authorizes destruction for state records?

The State Records Commission, comprised of the Archivist of the Illinois State Library as chairman, the State Historian as Secretary, and the Attorney General, Director of Finance and State Librarian or their deputies.

Is the advice and consent of others required?

State Records Commission has exclusive jurisdiction subject to limitations which may be imposed by the General Assembly

or for scheduling the destruction of records?

Does the law contain a provision for the continuous destruction of records, State Records Commission issues schedules for disposal of records

Laws under which county records may be destroyed:

The county records disposal act was repealed by the 1955 General Assembly. The only act authorizing any destruction is the microfilm act: An Act in relation to the reproduction on film of public records of counties, municipal corporations, political subdivisions and courts, and the destruction of the original records so reproduced. Ap. July 16, 1943 as amended by acts approved July 11, 1951, July 11, 1955.

Who authorized the destruction of county records?

Any official may post a notice in his office in his office to the effect that he proposes to substitute microfilm copies for originals, and if his governing board does not object within 90 days he can proceed to destroy. A vicious law, showed thru by microfilm interests.

Laws under which municipal records may be destroyed:

Same as county

Who authorizes the destruction of municipal records?

Same as county

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington 25, D. C.

December 27, 1955

Miss Margaret C. Norton, Archivist
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Mr. E. E. Burke, Chief, Records Management Officer of the Central African Archives in Southern Rhodesia, is spending several months in this country under a State Department grant in order to study American archives and records practices.

During December he is visiting the National Archives and other agencies in Washington. Beginning in January he will move on to visit other representative agencies and institutions elsewhere in the country.

Mr. Burke would like to visit the Archives Division in Springfield February 11 - 14, if this would be convenient. While Mr. Burke is in Springfield he will also spend some time with the National Records Management Council in connection with their Illinois State contract. He would arrive from St. Louis by train on February 11 and will leave for Chicago, also by train, on February 14. The State Department is arranging his hotel reservations.

We have found Mr. Burke a most intelligent and competent individual, who is already unusually well informed, through advance reading and preparation, about what is being done in our profession here in the United States. Besides being quick and alert, he has a good sense of humor. I'm sure you will like him as much as we do.

Could you let me know, on Mr. Burke's behalf, if the arrangements above are agreeable to you?

Sincerely,

Herbert E. Angel
Director
Records Management Division

January 3, 1956

Dr. Herbert E. Angel
Director
Records Management Division
General Services Administration
National Archives and Records Service
Washington 25, D. C.

Dear Mr. Angel:

We will be very glad to have Mr. E. E. Burke, Chief, Records Management Officer of the Central African Archives in Southern Rhodesia, visit the Illinois Archives. However, the week end of his proposed visit, February 11 - 14, is a holiday week end. The Archives Building will be closed the 11th, 12th, and 13th. We hope he can adjust his visit to come at some other time. We suggest, that if possible, his visit should be in the middle of the week rather than over a week end and since I am off duty every other Saturday and live out of the city.

We hope that this change in plan can be made. Of course, I could come in but the building will be closed, the heat off, the elevators not in operation, and the lights not in service. Let us know if you can change his dates.

We always enjoy these visits from overseas archivists.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:lq

GENERAL SERVICES ADMINISTRATION



Washington 25, D. C.

January 23, 1956

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

In view of the conditions listed in your letter of January 3, Mr. E. E. Burke has rearranged his schedule so that he now plans on arriving in Springfield on February 6 and leaving on the 7th. If we do not hear further from you, we will assume that these dates are all right with you.

I know that you are going to enjoy your visit with Mr. Burke.

Sincerely,

A handwritten signature in cursive script, reading "Herbert E. Angel".

Herbert E. Angel
Director
Records Management Division

GENERAL SERVICES ADMINISTRATION



Region 5
Chicago 4, Illinois

October 18, 1956

IN REPLY REFER TO: SMP

Chief Archivist
State Library
Secretary of State
Springfield, Illinois

Dear Sir:

The General Services Administration has position vacancies for two Archivist, GS-7, at salary rates from \$4525 to \$5335 per annum and one Archivist, GS-9, at salary rates from \$5440 to \$6250 per annum. Location of positions; 7200 South Leamington Avenue, Chicago, Illinois. Experience required as follows:

Either A, B, or C below is required:

A. A 4-year course in an accredited college or university including or supplemented by 12 semester hours in United States history and 18 semester hours in any one or any combination of history, political science, sociology, economics, and public administration; or

B. Four years of experience which has given the applicant the substantial equivalent of the 4-year college course described under A above. This experience must demonstrate that the applicant possesses background knowledge in the social sciences necessary for the successful performance of professional archival duties. The following types of experience will be accepted toward meeting this requirement:

1. Experience as an archivist in Federal, State, church, business, or other archives, or in manuscript depositories containing substantial quantities of archival material;
2. Experience as a records analyst in the management and retirement of records in a government agency;
3. Responsible experience in the Historical Records Survey.

Chief Archivist

October 18, 1956


C. Any time-equivalent combination of A and B. In combining education and experience, the applicant must show for each year of education offered for credit an average of 6 semester hours in any of the subjects listed under A above, including one course in United States history.

In addition, applicants must show successful professional experience as follows:

Grade GS-7----- 1 year experience
Grade GS-9----- 2 years experience

Interested individuals may submit SF-57, Application for Federal Employment, to this office.

Very truly yours,


William D. Graves
Regional Personnel Officer

Enclosures

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington 25, D. C.

July 30, 1956

To all State Archivists:

As the result of inquiries from several State archivists, we recently asked the Federal Civil Defense Administration about its program for assisting states and local subdivisions to microfilm certain records.

In replying to this inquiry, William S. Heffelfinger, Assistant Administrator for General Administration, Federal Civil Defense Administration, described the status of these plans as follows:

. . . The Federal Civil Defense Administration is developing a program whereby the Federal Government will pay one-half the cost of approved projects for the microfilming of certain State, county, and municipal records. These records are limited to those regarded as essential for the continuity of the respective governments if the original records were destroyed as a result of enemy attack.

This activity is a part of the Contributions Program under which this Agency pays one-half the cost of approved projects. The applications are submitted to the Federal Civil Defense Administration Regional Offices directly by the State governments or through them by the local governments. These projects cover various fields of civil defense, such as warning devices, training and education, communications, and continuity of State and local government. The preservation of essential records is a part of the Continuity of Government Program, which is in the developmental stage. It is planned to publish definite standards and criteria for this phase of the program in the near future. Meanwhile, each Project Application is being evaluated on its individual merits.

The State archivists should contact their respective State civil defense directors, who are responsible for this program. . . .

I want to call this program to your attention for whatever use the information may be to you.

Sincerely yours,

Wayne C. Grover
Archivist of the United States

October 5, 1956

Dr. Wayne C. Grover
Archivist of the United States
Washington 25, D. C.

Dear Wayne:

Mr. Wallace Bulpitt who is in charge of our Restoration Laboratory will be attending the Archivists meeting with us. He is going a couple of days ahead of time and he is anxious to visit the repair section and also if possible to talk with you or the person doing your research on the materials at the U. S. Bureau of Standards. I am not sure of the name of the person who is in charge of your laboratory so I am sending Mr. Bulpitt to your own office.

We will appreciate any courtesies you may extend to him.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:lqc

Wheeler Union Men

MILERS HALLS

ALL COTTON

December 17, 1956

Mr. T. R. Schellenberg
The National Archives
Washington 25, D. C.

Dear Mr. Schellenberg:

We are finding your Bulletin No. 8 The Appraisal of Modern Public Records must useful. Would it be possible for us to obtain ten additional copies for distribution to our State Records Commission and to the professional archival assistants on our staff?

We are also, of course, studying your new Manual with the greatest interest, though not, as you doubtless anticipated, in complete agreement with everything. Now we have needed such a manual, by an American for Americans. I do not remember having seen anything comparable to your comparison between the registry system and the American filing system. This should be a key to the understanding by the archival assistants of Jenkinson and Muller, Feith and Fruin, basic books that seem to puzzle some. Anyhow, as they say, "You done noble."

Best wishes for a Merry Christmas and a Happy New Year.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:lcc



State of New Jersey
DEPARTMENT OF EDUCATION
STATE HOUSE ANNEX
TRENTON 7

DIVISION OF THE STATE LIBRARY,
ARCHIVES AND HISTORY



February 9, 1956

Miss Margaret Norton, State Archivist
Illinois State Library
Springfield, Illinois

Dear Margaret:

Another young man you might look into is Philip Mason of Michigan. Several people have mentioned his name to me and I got in touch with him recently thinking I might be able to use him here in New Jersey. You will be interested to know that as of February 1st, we appointed Mr. Thomas Amelia as Head of our Bureau of Archives and History. Mr. Amelia has had broad experience in the records field, he was largely instrumental in establishing the Philadelphia Department of Records as well as the new records set up for the Commonwealth of Pennsylvania. I am very pleased that we have a new Head in this responsible post. Perhaps you will be meeting him at the Society of American Archivist Conference in the fall.

Best wishes

Sincerely yours,

A handwritten signature in cursive script, appearing to read 'Roger'.

Roger H. McDonough
Director

McD/lp

February 17, 1956

Mr. Roger R. McDonough
Director
Division of State Library
Archives and History
State House Annex
Trenton 7, New Jersey

Dear Roger:

Congratulations on finding a Head for your Bureau of Archives and History. We will be very glad to have Mr. Amelia visit the Illinois Archives; or if it would be helpful to him we can send him a kit containing forms which we have found useful.

It begins to look as if we are going to have a long struggle as you had to find the right man for Illinois. Because the Archives is going to need a complete reorganization including a correlation of our Departmental Vault systems with a Records Center, both of which we want to keep under the Archives, we are looking for a mature man with experience both in archives and records management. We have not succeeded in attracting the people whom we most want, although we have been able to sell the Secretary of State on a major salary increase for the new man which will bring Illinois more in line with comparable work elsewhere.

We appreciate all the suggestions you have and can make.

Sincerely,

MARGARET C. WORTON
Archivist

MCN:lq



State of New Jersey
DEPARTMENT OF EDUCATION
STATE HOUSE ANNEX
TRENTON, 25

DIVISION OF THE STATE LIBRARY,
ARCHIVES AND HISTORY

February 21, 1956

Miss Margaret Norton, State Archivist,
Illinois State Library,
Springfield, Illinois.

Dear Miss Norton:

Thank you very much for offering to send
me one of your forms' kit. I will be happy to receive it.

Yours very truly,

Thomas Amelia

Thomas Amelia
State Archivist

TM/i

Sent
Feb. 27, 1956


3 December 1956
2812 Cardenas Dr, NE
Albuquerque, New Mexico

Secretary of State
State Capitol Building
Springfield, Illinois

Dear Sir:

It is my understanding that the State of Illinois has recently instituted a records management program throughout all state offices. You are to be congratulated on being one of the first states to realize the seriousness of this problem of paperwork management. The State of New Mexico, though smaller than Illinois, is also faced with the very same problem. I am in the process of preparing a paper on these problem areas for presentation to state officials. To aid in this work I should like to obtain from you any documents, informative or directive, that were issued in establishing this program within your state. Of particular interest would be a copy of the legislative bill introduced to appropriate the monies necessary to the initial survey work and the establishing of the necessary supervising positions. Would you please forward any such documents to me. If there are any charges for these papers I shall remit same by return mail. Thank you for any help that you can give me on this matter.

Sincerely,


Joseph F. Halpin

NOV 10 1956
REC 5
AIR MAIL

December 14, 1956

Joseph F. Malpin
2812 Cardenas Dr., NE
Albuquerque, New Mexico

Dear Sir:

This is in reply to your letter of December 3. I am very sorry that press of work incident to the earliest stages of our Records Management program has caused the delay in answering.

We are enclosing the tear sheet from the General Assembly Act authorizing the records survey. The survey is being done by the National Records Management Council and their formal recommendations are to be presented to the next Assembly session.

As a direct outgrowth of the Council's recommendations we opened a State Records Center last summer. A selected reading list, two brochures on the Center and one copy of the notice of its availability to state agencies are enclosed. The Center is rapidly being filled and probably before next July, we will need to expand the existing 6000 square feet of space.

In addition to Records Center personnel, we also recently added two Records Analysts to our staff. Within the next six months we very likely will issue some type of notice on Records Management services available.

We are working on Position Descriptions for Records Management personnel.

I trust the enclosures will assist you. If we can aid you further, please call upon us again.

Yours very truly,

LeRoy DePuy,
Records Management Liaison Representative

LDePuy
Enclosures

FEDERAL RESERVE BANK OF NEW YORK

NEW YORK 45, N.Y.

RECTOR 2 5700

October 2, 1956

Illinois State Library
Archives Division
Springfield, Illinois.

Dear Sirs:

I have seen your library listed as one which has installed Art Metal Swing-Unit Book Shelving.

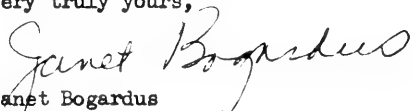
As I am seriously considering converting all our shelving to this type I would be most grateful to you if you could take the time to let me know how satisfactory you consider it to be.

Naturally it is our desperate need for more shelving space that dictates this move. We have roughly only an area about 30' X 60' for shelving space. While those who use the library often go to the stacks themselves, the use of the library is limited to a relatively small group, so that use is intensive rather than extensive.

Do you find the shelving easy to operate and mechanically sturdy? ✓
Do you find that your readers will accept it fairly readily? How do those who shelve books feel about it? How does it affect your reference work and searching? Do you find it adds as much as 50 per cent or more shelving capacity over regular stacks? ✓

I shall very much appreciate any information you give me.

Very truly yours,


Janet Bogardus
Librarian

October 10, 1956

Miss Janet Bogardus
Librarian
Federal Reserve Bank of New York
New York 45, New York

Dear Miss Bogardus:

It is the consensus of several of our staff members that Art Metal Swing-Unit Book Shelving is easy to operate and mechanically sturdy. We believe it adds considerably to shelving capacity over regular stacks and our staff members have no objections to the equipment. Our readers do not make use of the equipment so we cannot answer that particular question.

We are sending you a copy of Illinois Libraries June 1952 on page 253 has a squib concerning this equipment.

Sincerely,

MARGARET C. MORTON
Archivist

TJC:lq

enc.: 1

This letter was answered by Mr. Cassidy, during my absence, on instructions by Mr. Lucas. It does not represent my opinion on the subject.
M.C. Morton

THE UNIVERSITY OF THE STATE OF NEW YORK
THE STATE EDUCATION DEPARTMENT
OFFICE OF THE PRESIDENT OF THE UNIVERSITY
AND COMMISSIONER OF EDUCATION
ALBANY

HUGH M. FLICK
EXECUTIVE ASSISTANT

March 29, 1956

Miss Margaret C. Norton
Archives Division
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

This is just a note to let you know how much I enjoyed your article in "The American Archivist" of last January. I shall be watching with interest the progress of the survey by the National Records Management Council and I am confident that it will have lasting benefits to the State of Illinois and perhaps to other states through setting a sound example.

With best regards, I am,

Sincerely yours,


Hugh M. Flick

HMF:jh



HARRY S. REICHENSTEIN
CITY CLERK

August 23, 1956

Miss Margaret C. Norton
Illinois State Library
Springfield, Illinois

Dear Miss Norton

The City of Newark is expanding its study of archives and records administration.

I understand that you have prepared a manual for records management entitled "Disposition of Illinois Records".

Would it be possible to obtain a copy of this manual along with any other pertinent information you might have available on this subject?

Your cooperation is very much appreciated.

Very truly yours

A handwritten signature in dark ink, appearing to read "Irving A. Polster".

Irving A. Polster
Office of the City Clerk

IAP:cma

August 30, 1956

Mr. Irving A. Polster
Office of the City Clerk
Newark, New Jersey

Dear Mr. Polster:

Under separate cover we are sending you copies of our current literature on Records Management.

We are including the pamphlet "Disposition of Illinois Records" for which you asked. Please note that this is not a recent publication. Though the principles explained therein still hold the procedures are obsolete due to changes in the law and operation of the Archives Department.

You will note that the State Records Commission has been reorganized. It now comprises the State Archivist (chairman, the State Historian (Secretary), State Librarian, Attorney General and Director of Finance. The Commission now has exclusive jurisdiction over the destruction of State records, superseding all earlier disposal laws, either general or specific. It now has the power to authorize retention schedules.

The County Records Destruction Act was repealed in 1955 and the County and Local Microfilm Act so badly tampered with that we are not enclosing a copy of the act.

We have recently opened a State Records Center for the care of semi-current records under disposal schedules. Previously we had been limited to the care of permanent records.

A government wide records management survey of State records is now nearing conclusion. Emphasis is being put on the creation of records for the future. Our contractor is the National Records Management Council, Incorporation.

We will be happy to correspond with you further about your own records management plan.

Sincerely,

MARGARET C. WORTON
Archivist



STATE LEGISLATIVE COUNCIL

STATE CAPITOL
OKLAHOMA CITY

REPRESENTATIVE B. E. BILL HARKEY, Oklahoma City
Chairman

SENATOR RAY FINE, Gore
Vice Chairman

LEO W. WINTERS
Secretary

August 28, 1956

Research Department

JACK A. RHODES, Director
JACK W. STRAIN, Assistant Director
PAUL S. COOKE, Legislative Auditor

Miss Margaret C. Norton
Department Head (Archives)
Springfield, Illinois

Dear Sir:

The Committee on State and Federal Governments of the State Legislative Council has directed that this office gather such information as it can on legislation in the several states which is designed to aid in the preservation and protection of structures of historical importance. More specifically, a proposal has been recommended to "study legislation whereby the State may assist in protecting and preserving buildings, structures, sites, monuments and other tangible articles of historical significance in Oklahoma as a trust for present and future generations."

In order to consider this proposal in its entirety it is necessary that we know what other states have done in this respect. Does your State have legislation which so assists such preservation of tangible properties of historical importance? Do you have a State agency operating along these lines? Do you have organizations, private or semi-private, operating under a State charter? If so, would you please enclose in your reply a copy of such statutory provisions, or by laws, or, if not available, a reference citation to such statute, code or constitutional provision?

Thank you for your cooperation in this request.

Sincerely,

G. A. Traugher
G. A. Traugher
Research Assistant

GAT:jt

September 5, 1956

Mr. G. A. Traugher
Research Assistant
State Legislative Council
State Capitol
Oklahoma City, Oklahoma

Dear Mr. Traugher:

The State Department of Conservation administers historic sites and buildings through its Division of Parks and Memorials. See Civil Administrative Code, Sect. 63a, Par. 12 - 15. Illinois Revised Statutes of 1955. Par. 63a Chap. 127. Construction work in the State Parks is done by the Division of Architecture and Engineering, Department of Public Works and Buildings.

Highway markers of historic sites are erected by the Highways Division of the Department of Public Works and Buildings. Selection of sites to be marked and wording are provided by the Illinois State Historical Library.

The Illinois State Historical Library has the State's historical collections of private manuscripts, State history, genealogy, and the newspaper file.

The Archives Division of the Illinois State Library, a separate institution, houses official records of the State and may accept deposits of historical county records. Neither the Historical nor the State Library administers any historic sites for buildings.

For further information we suggest that you write to Mr. William R. Allen, Superintendent of Parks, Department of Conservation, 102 State Office Building, Springfield, Illinois.

Sincerely,

MARGARET C. NORTON
Archivist

MCM:leq

ERNST POSNER
1815 SOUTH ARLINGTON RIDGE ROAD
ARLINGTON 2, VIRGINIA

February 17, 1956

Dear Margaret,

I am enclosing, with this personal note, the folder announcing this year's Institutes in Records Management and Archives Administration. My desire to give them as much publicity as possible makes me bold enough to ask whether possibly Illinois Libraries might see fit to carry a news item about them. If this is an illegitimate request, please disregard it. If it is not, I would be happy if it could be granted, Illinois Libraries being an important publication in the field.

Glancing through the folder, you will note certain changes. Herb Angel will be Director of the Records Management Institute and I will share the directorship of the Archives Course with Schellenberg who will give particular attention and unity to the internship work. I shall tell you more about these changes when I see you.

We missed you at the AHA convention, remembering the most pleasant evening we had with you three years ago. Our Archives luncheon was extremely well attended and Morris' address was well received. We also had a rump meeting of the Council, followed by a dinner at our place. As you can imagine, I enjoy working with Father Browne who is a very effective person. The work on the Directory is progressing. I hope Paul Brooks is getting going on his Manual for Users of Archives. The project has been endorsed by the Council of the AHA, although for the time being at least in a platonic manner only.

Kate and I have not been too well with various and sundry minor troubles. I hope you are well and not too busy. I have not heard very much about the Survey except that Thornton Mitchell is a key man in the project. I think very highly of him. Maybe some day you have time to drop us a line, which would please both of us immensely.

As always,

Ernest

March 1, 1956

Dear Ernst:

The notice concerning this year's Institutes has been referred to the editor of Illinois Libraries and since I have heard nothing to the contrary, I assume that a notice will be included in the next issue which goes to press. I trust I shall be getting additional copies of this notice for my file and for distribution.

So far we have not found my successor, though we have heard indirectly that Mr. De Puy whom you recommended is interested so we are trying to get him to come here for an interview. We are handicapped in our search by the fact that this is a political year and the new man will not be under civil service, as I am. However, since key people in professional positions are never disturbed - I was here for 18 years before going under civil service - there is relatively little risk involved. One can hardly blame a man with a family for hesitating, however. I used to say that I would not envy my successor since most of the interesting work had already been done. However, as the result of this records management survey we are now having made and because of reorganization which will result, the position is going to be much more important than the one I have held. While we are still to be part of the State Library, of which the Secretary of State is ex officio State Librarian, it is probable that the Archives will be taken out from under the Assistant State Librarian and be made coordinate. If we can only keep it non-political! There will be no question about that if the present administration stays in office, but one never knows.

I am sorry indeed to hear that Kate and you have not been well this winter. I hope the condition is temporary. One of the reasons I was not at Washington was that I was indulging in flu. I wasn't ill enough to be in bed, but the malady hung on and on until I wondered if I had lost my grip on life. However, with the coming of SPRING, and it is coming despite a four inch snow fall this week, I am beginning to feel like myself again. It is just as well, for I am as busy as the proverbial insect. Thornton Mitchell is wonderful and has grasped our objectives so well that we wish he could be the new man here. But he is too homesick for California and too expensive, probably, for us.

Sincerely,

PHONE 488



Rankin Studio

PHOTOGRAPHS FOR ALL OCCASIONS

327 East North Avenue • Flora, Illinois

April 16, 1956

Illinois State Library
Springfield,
Illinois.

Gentlemen:

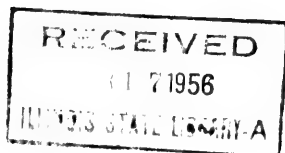
A customer of ours recently brought to us a document to be copied and asked if we could smooth it out. It is a permit to practice law in the State of Illinois Supreme Court dated 1888 and a leave to be on leave. The document is old and the ink is very faded. Will you please tell me if there is any way to make it usable so that we could smooth it out.

Thank you very much for any information you may be able to give us.

Yours very truly,

B. Rankin

RANKIN STUDIO



April 18, 1956

Mr. H. B. Rankin
Rankin Studio
327 East North Avenue
Flora, Illinois

Dear Mr. Rankin:

It is very difficult to smooth out parchment which has become creased and wrinkled. This is a job for an expert. The only place that we know which does that work and they do not do it commercially is the Maryland Hall of Records, Annapolis.

The parchment has to be put in a special stretching frame and moisture sprayed on it very gradually over a period of days. Above all, do not try to dampen the parchment and run it through your photographic dryer. This will definitely ruin the document if you do. We suggest that you merely flatten it by hand as best you can and frame under glass.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:lq

Record Controls Inc.

formerly Chicago Bureau of Filing and Indexing, Inc.

209 S. LA SALLE ST., CHICAGO 4
TELEPHONE RANDOLPH 6-3469

- SYSTEMS DESIGNED
- RECORDS CENTRALIZED
- DATA INDEXED
- RETENTION SCHEDULES
- MANUALS PREPARED
- TRAINING COURSES

January 11, 1956

Miss Margaret Norton
State Archives
Springfield, Illinois

Dear Miss Norton:

We are very much interested in knowing what happened to the bid on reorganization of records for the State ~~Department~~. Will you give us some information?

Sincerely,

RECORD CONTROLS, INC.

Bertha Weeks

BMW:nr

Director

January 13, 1956

Miss Bertha M. Weeks
Director
Record Controls, Inc.
209 South La Salle Street
Chicago 4, Illinois

Dear Miss Weeks:

The contract for the State Records Management Survey was let late in October to the National Records Management Council, Inc., of New York and Chicago. This was announced in the papers. Apparently the unsuccessful bidders were not notified.

We are grateful to those of you whose bids were not accepted for the assistance you gave us in formulating our requirements for the work.

Wishing you a Happy New Year and hope we will have an occasion to see one another before too long, I am

Sincerely,

MARGARET C. NORTON
Archivist

MCN:leq

Record Controls Inc.

formerly Chicago Bureau of Filing and Indexing, Inc.

209 S. LA SALLE ST., CHICAGO 4
TELEPHONE RANDOLPH 6-3469

- SYSTEMS DESIGNED
- RECORDS CENTRALIZED
- DATA INDEXED
- RETENTION SCHEDULES
- MANUALS PREPARED
- TRAINING COURSES

March 29, 1956

Gentlemen:

Thank you very much for your help in furnishing information on the laws of your state pertaining to retention of business records. The study is now complete and the fifth edition of our booklet is just off the press. As promised, we are sending you (enclosed herewith) a complimentary copy.

Yours very truly,

RECORD CONTROLS, INC.

B. M. Weeks,
Director

April 13, 1956

Miss Bertha M. Weeks
Director
Record Controls, Inc.
209 South La Salle Street
Chicago 4, Illinois

Dear Miss Weeks:

Thank you very much for the copy of Retention and Preservation of Records with Destruction Schedules. We have an earlier edition of this but this, of course, not only is more up to date but better in many ways.

You will be interested in learning that our Records Management Survey is progressing satisfactorily. The various departments are realizing as never before how much assistance they needed in bringing their records under control.

Sincerely,

MCN:lcq

MARGARET C. NORTON
Archivist

Ans. questionnaire
Oct 17

7303 82nd Avenue
Hyattsville, Maryland
October 9, 1956

Miss Margaret C. Norton
Archivist, Archives Division
State Library
Springfield, Illinois

Dear Miss Norton:

I am taking a course in the history and administration of archives under Dr. Ernst Posner in the graduate school of the American University at Washington, D. C. As a research project I have undertaken a survey of cartographic records in state and territorial archival agencies. Enclosed is a questionnaire which will provide me with the information I will need to prepare my paper.

I am interested only in those maps which have record character, that is, were prepared or officially used by agencies of the state, territorial, or (in the case of the thirteen original states) colonial government, or county and local governments for which you may maintain records. Reference map collections or private collections do not come within the scope of my study.

It will be greatly appreciated if you will fill in the questionnaire as completely as possible. If you need more space to complete the answers, please use the back of the questionnaire or an additional sheet of paper. You will, I am sure, understand why I must have it returned to me by about November 10, as I will need some time before the end of the semester to analyse the returns and write my paper.

I am an archivist on the staff of the Cartographic Records Branch of the National Archives and therefore have a genuine interest in this project aside from its academic ramifications. I hope that the completion of this questionnaire will not unduly inconvenience you, and you may be assured that your cooperation will be truly appreciated.

Sincerely yours,

James B. Rhoads
James B. Rhoads

7803 82nd Avenue
Hyattsville, Maryland
November 3, 1956

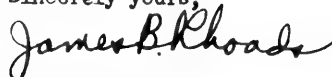
Miss Margaret C. Norton
Archivist, Archives Division
State Library
Springfield, Illinois

Dear Miss Norton:

I have received your reply to my questionnaire of October 9th relative to cartographic records in state archival agencies.

The information you have given me will be a very real help in the preparation of my paper. Thank you for being so informative and prompt in your reply.

Sincerely yours,

A handwritten signature in cursive script that reads "James B. Rhoads". The signature is written in dark ink and is positioned above the printed name.

James B. Rhoads

THE UNIVERSITY OF ROCHESTER

COLLEGE OF ARTS AND SCIENCE

ROCHESTER 3, NEW YORK

March 6, 1956

Illinois State Library
Archives Department
Springfield, Illinois

Dear Sir:

On behalf of the American Historical Association I am making a survey of funds available for post-doctoral research in all fields of history. I am particularly interested in the following categories of financial aid: fellowships and grants for research both within the United States and abroad; grants-in-aid; awards and prizes for manuscripts; assistance in publication.

Do you maintain any fellowships or grants-in-aid for historical research carried on at your library or under your sponsorship? Do you offer any awards or prizes for manuscripts or provide financial assistance for their publication? In order that my report might be as specific as possible, could you give me full details as to the size of grants, fellowships, awards and prizes, and the terms, duration and conditions of such assistance?

Your co-operation will be greatly appreciated.

Sincerely,

L. C. Wade

Mrs. Louise C. Wade

501 University Park
Rochester 20, New York

March 12, 1956

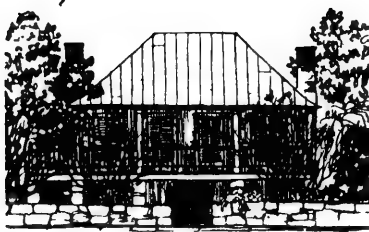
Mrs. Louise C. Wade
501 University Park
Rochester 20, New York

Dear Mrs. Wade:

The Illinois State Library is wholly tax supported, therefore, the Archives Division has no funds available for research in the fields of history. It has no fellowship grants for research both within the United States and abroad; grants-in-aid; awards and prizes for manuscripts; assistance in publication.

Sincerely,

MCN:lq MARGARET C. NORTON
Archives



511 VILLITA STREET
SAN ANTONIO 3, TEXAS

CApitol 3-1612

SAN ANTONIO CONSERVATION SOCIETY

December 3, 1956

MRS. O'NEIL FORD
President

MRS. LANE TAYLOR
Honorary Life President

MRS. JOHN M. BENNETT, JR.
Immediate Past President

MRS. W. GRANT BECHTEL
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MRS. M. C. EDWARDS
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MRS. V. G. LeLAURIN
Fifth Vice-President

MRS. EDWARD R. NEILL
Sixth Vice-President

MRS. KENNETH LEE
Recording Secretary

MRS. E. A. McGARY
Corresponding Secretary

MRS. THOMAS R. LENTZ
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MRS. T. H. SHARP
Parliamentarian

MRS. HAZEL LYONS PARKER
Sergeant-at-Arms

MRS. RAYMOND RUSSELL
Historian

MRS. C. B. MENDEL
Chaplain

The Archivist
State Archives Bldg.
Springfield, Ill.

Dear Sir:

The San Antonio Conservation Society would like to have any and all published information in the form of pamphlets or brochures concerning your Archives Building. We are particularly interested in the cost of construction.

The State of Texas is in urgent need of a safe place for our precious archives and our reason for desiring prompt information is to present our recommendations to our legislative representatives before the State Legislature convenes early in January.

Since the purpose of the San Antonio Conservation Society is "to cooperate in the preservation of the missions; to conserve old buildings, documents, pictures, names and natural beauty", the preservation of our irreplaceable archives is of utmost importance to our organization and to the citizens of our entire State.

Yours very sincerely,

Mrs. O'Neil Ford
President

December 7, 1956

Mrs. O'Neil Ford, President
San Antonio Conservation Society
511 Villita Street
San Antonio 3, Texas

Dear Mrs. Ford:

It is good to know that various citizens are getting behind the drive to provide a real state archives for the State of Texas.

Our Illinois Archives Building was erected in 1937-38 during the depression years, so our cost breakdowns would not be very helpful to you. Our building, partially equipped, cost \$320,000. We have added nearly half a million dollars worth of equipment since moving into the building. Our State Architect estimates that the building could hardly be duplicated today for less than \$5,000,000. We have a total of 58,275 square feet of office and vault space, of which 28,675 square feet is vault space. We expect to have to put an addition on this building in the near future. In addition we have recently taken over one floor of the recently remodelled old State Power Plant for a State Records Center to house records under retention schedules. At present we are using 6,000 square feet there and expect to be using double that amount of space within the year.

Several articles descriptive of the State Archives Building were printed some years ago. Unfortunately, we no longer have copies of these articles available, but perhaps you can locate them in your Public Library. Specifically, we would refer you to articles in:

Illinois Secretary of State. Blue Book.
1939/40; also 1937/38 The American Archivist. April 1938,
vol. 1, p. 78-90.

- 2 -

December 7, 1956

Mrs. O'Neil Ford, President
San Antonio Conservation Society
511 Villita Street
San Antonio 3, Texas

We are sending your some photographs of our building, also a copy of our brochure on our new State Records Center.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:lq

encs.

MRS. FRANZ SCHENK
ROSE HEDGE FARM
SUMMERDALE, ALABAMA
8 June 1956

Dear Miss Norton:

Again my thanks for having given me so much of your time that Tuesday morning. I learned a great deal out of your rich store of experience and only wish that time would have permitted my getting even more help from you.

Thanks to your suggestion I wrote to Miss Rogers (had planned to call her but ran short of time the last afternoon) and received a long letter explaining her philosophy of service. I don't believe I could have typed 3½ pages single spaced with my left hand! Appreciated that.

The one thing that troubles me exceedingly is the fact that I never got to meet or talk with Secretary Carpentier. I did have a long talk with Mr. Blazer, but that still is not like meeting Mr. Carpentier, especially when the report will be addressed to him, as well as to the officers of the Illinois Library Association. Don't know what if anything could be done about it now but I regret this greatly.

It was good to see you again looking so well and happy. A merry heart shines through the eyes and shows in the face and that is what you have preserved through the years.

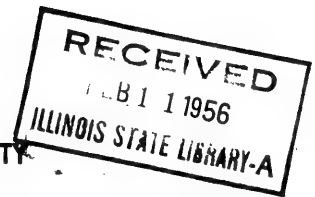
With kindest regards,

Qitchner



UTAH STATE HISTORICAL SOCIETY

DIVISION OF ARCHIVES
STATE CAPITOL
SALT LAKE CITY, UTAH



EVERETT L. COOLEY
ARCHIVIST

February 7, 1956

Miss Margaret C. Norton, State Archivist
Illinois State Library, Archives Division
Springfield, Illinois

Dear Miss Norton:

We are hoping to interest our State Legislative Council in using sound-recording equipment to keep a record of the legislative proceedings.

In the January 1956, issue of The American Archivist, there is mention of two publications concerning the use of this equipment in keeping records. If these publications are available, we would appreciate it if you would please send us The Illinois Legislative Council Publication No. 106, ✓ "Legislative Broadcasting and Recording" (Springfield, 1952) and the 1953 survey by the Council of State Governments, "American Legislatures; Structure and Procedures" (Publication BX-291, Chicago, 1954).

We would appreciate any other information you have in regard to this matter.

Thank you for your help.

Sincerely,

Everett L. Cooley
Everett L. Cooley
State Archivist

ELC/mww

File with answer

February 15, 1956

Mr. Everett L. Cooley
State Archivist
Utah State Historical Society
Division of Archives
State Capitol
Salt Lake City, Utah

Dear Mr. Cooley:

Under separate cover we are mailing you a copy of the Illinois Legislative Council, Legislative Broadcasting and Recording. The other publication mentioned in your letter namely, the 1953 survey by the Council of State Governments (Publication Ex-291), is not a State publication. You will have to write to the Council of State Governments in Chicago for this.

Dr. Leon de Valinger, State Archivist, Dover, Delaware, has had probably more experience with tape recordings than any other archivist. We do not know if he has experimented with legislative proceedings but he has had wide experience in recording public proceedings. So far as we know Mr. William T. Alderson of the Tennessee Archives is the only person who has experimented with tape recordings of legislative proceedings. You doubtless read his article in the last American Archivist.

We have heard that tape recordings of court proceedings are not satisfactory because they pick up so many outside noises which may be noticeable to the persons hearing the actual proceedings that the results are unintelligible. Evidently, Mr. Alderson has been able to overcome this at a reasonable extent. We, ourselves, have done no work with tape recordings.

Sincerely,

MARGARET C. MORTON
Archivist

MCN:lca



UTAH STATE HISTORICAL SOCIETY

DIVISION OF ARCHIVES

STATE CAPITOL

SALT LAKE CITY, UTAH

EVERETT L. COOLEY
ARCHIVIST

February 20, 1956

Miss Margaret C. Norton, State Archivist
Illinois State Library, Archives Division
Springfield, Illinois

Dear Miss Norton:

Thank you for your kind help in sending us a copy of the
publication, "Legislative Broadcasting and Recording."
I am certain it will be most helpful.

Thank you for your prompt attention and the additional in-
formation you furnished us in regard to this matter.

Sincerely,

Everett L. Cooley

Everett L. Cooley
State Archivist

MMW

Sent Mar 23

VIRGINIA POLYTECHNIC INSTITUTE

Library

BLACKSBURG, VIRGINIA

March 19, 1956

Archives Division
Illinois State Library
Springfield, Illinois

Gentlemen:

Is the publication Catalog rules: series for
archives material, 1938 still available? If so will
you please let us know the price of it.

Very truly yours,

Ruby E. Dickerson

(Miss) Ruby E. Dickerson
Order Librarian

RED:ng

February 8, 1956

Mr. Jesse Boell, Chief Archivist
Wisconsin State Historical Society
Madison, Wisconsin.

Dear Mr. Boell:

We are all dreadfully disappointed though not particularly surprised at your decision. You struck fire right away with Mr. Young. One of the qualifications is certainly an ability to work with the politicians. You certainly showed a grasp of our situation. We feel that your visit was far from wasted because of the way our thinking clarified during and after our discussions with you. The Archives now has a program to submit which I think will keep us on top.

Mr. Young has been detained in Chicago this week, so we do not know what his reaction will be - whether he will want us to go ahead and interview others or give the job to David. Mr. Reid was going to phone Mr. Young but if he did, I have not heard.

We had a very interesting man here the first two days of the week - Mr. E.K. Burke, records management officer for South Rhodesia, here on a State Department grant. Because I was tied up with him is one reason why I have not found out where we stand.

Mr. Mitchell was crushed when I told him you are not coming. He had looked forward to working with you.

Anyhow, thanks a lot. We may be asking you for further advice. Mr. Reid is processing your expense account.

Sincerely,

MARGARET C. NORTON
Archivist

SOCIETY OF AMERICAN ARCHIVISTS, 1956

*Replied
Aug. 29*

HALL OF RECORDS

STATE OF MARYLAND

ANNAPOLIS

MORRIS L. RADOFF
ARCHIVIST AND RECORDS ADMINISTRATOR
GUST SKORDAS
ASSISTANT ARCHIVIST
REX BEACH
ASSISTANT RECORDS ADMINISTRATOR



August 17, 1956

Miss Margaret C. Norton, State Archivist
Illinois State Library, Archives Division
Springfield, Illinois

Dear Fellow Archivist:

The Committee on Records Management of the Society of American Archivists is making a survey of State, county, and city records management programs. The information gained from the survey will be used to develop basic considerations for effective records management programs for State and local governments and to assist the Committee in serving as an effective advisory group.

Enclosed is a questionnaire which I will appreciate your completing and returning to me in order that I may compile the report for the Committee. In the event that the records program of your State is under the direction of another agency, I shall be grateful if you will forward the questionnaire to that agency for completion. If your State does not now have a records management program, please return the questionnaire and indicate that fact on the form.

Sincerely yours,

Rex Beach
Chairman,
Committee on Records Management

RB:nf

Questionnaire

I. Organization and Staff

Name

A. ~~NAME~~ of agency which administers State records management program

Archives Division, Illinois State Library. Margaret C. Norton, Archivist

1. If part of parent agency, name of agency and individual in charge

Le Roy De Puy, whose present title is State Liaison Officer for Records Management, but who will succeed me as archivist upon my retirement in 1957

2. If responsible to commission, name of commission and title of each member, if ex officio:

Secretary of State Charles F. Carpentier is State Librarian, de La Fayette Reid, Assistant State Librarian

State Records Commission has exclusive jurisdiction over disposal of records but no jurisdiction over administration of Archives Division. Members: State Archivist, State Historian, Attorney General, Director of Finance, State Librarian

B Individual Le Roy De Puy State Liaison Officer for Records in charge of immediate administration Management of program, and title

C. Number of employees in program
3 or 4 Full time

Part time

II. Scope of Records Management Program

A. Records retirement and disposal

1. Minimum legal retention period for records:

2. Is there provision for continuous destruction of records by Statutes of limitations where applicable (6 years) or limitations on specific categories by law; scheduling? otherwise judgment of State Records Commission

3. Are schedules prepared by records management personnel or by personnel of each individual agency? Commission

4. By whom must schedules be approved? By agency

State Records Commission, comprising State Archivist as chairman, State Historian as Secretary, and the State Librarian, Attorney General and Director of Finance

B. Record Centers

1. Dimensions of centers

Square ft. of floor space 6,000 Average height 8½ feet

2. Record capacity.(cubic feet) 15,000

3. Records presently housed in center (cubic feet)

4. Percentage of above records which are permanent
Opened last week only.

None. Permanent records are housed in Departmental Vaults or State Archives in Archives Bldg. We are using the remodelled State Power Plant.

Cost of center our cost was just for the shelving, cartons and stapling machine (\$4600). The remodelling of the building, including fire-proofing, painting, etc. was taken care of by the Superintendent of Capitol Buildings and Grounds. We already had wire mesh for partitions, furniture, etc. Only about forty percent is now equipped. and ladders

C. Among the functions listed below, please check those which are presently included in your program:

- Yes 1. Forms management (design and procedures analysis)
 - Yes 2. Filing systems (analysis and planning)
 - Yes 3. Correspondence management
 - Yes 4. Reports management
 - No 5. Administration of central microfilm program
 - No 6. Review of requisitions for filing equipment and photo-duplicating equipment or services
 - Yes 7. Others
- Departments secure approval for microfilm projects involving destruction from St. Records Com.
Emphasis upon documentation

1. Does your program serve

- Yes State Agencies
- No Counties
- No Municipalities

2. If program serves only State Agencies, please indicate counties or municipalities which have established their own programs:

None. Chicago has a committee working on problem but no appreciable progress to our knowledge

III. Please attach a copy of the law(s) governing your records management program to be completed questionnaire and give any additional information which you feel will enable the Committee to better understand your operation.

The National Records Management Council, Inc. is under contract to make a complete records management survey of the entire State government, with emphasis upon improving the quality of future records, not merely a quantitative survey of present holdings. The work will be virtually completed by Jan. 1, 1957. By that time all State records will be under schedule, and bills will be drafted for necessary revision of obsolete laws affecting making or retention of records. The State Records Commission has exclusive jurisdiction over the destruction of records.

A Records Management Section is being created in the Archives Division to continue the benefits of the present Survey. An amendment to the law is necessary to legalize this. Meantime, Mr. De Puy is organizing the work.

Department of State

BEN W. FORTSON, JR.

SECRETARY OF STATE
ATLANTA 3, GEORGIA



JOE N. BURTON
ASSISTANT TO SECRETARY OF STATE

CECIL L. CLIFTON
JOINT SECRETARY
STATE EXAMINING BOARD

MRS. MARY GIVENS BRYAN
DIRECTOR DEPARTMENT OF
ARCHIVES AND HISTORY
1516 PEACHTREE ST., N. W.

J. J. MEDLIN
FISCAL OFFICER

MRS. MARY C. UTTERBERG
ASSISTANT SECURITIES COMMISSIONER

MRS. LOUISE BUCHANAN
CORPORATION CLERK

DOROTHY HAUSNEY
COMMISSION CLERK

Miss Margaret C. Norton, State Archivist
Archives Division
Illinois State Library
Springfield, Illinois

August 8, 1956

Dear State and Records Administrators:

As many of you know, our annual meeting of the Society of American Archivists will be held at the Willard Hotel in Washington, D. C., October 11, 12th.

I am now revising my 1955 "Comparative Study of State and U. S. Territorial Laws Governing Archives". As chairman of the State Records Committee of the Society, I am enclosing the Directory and text sheets concerning your state which appeared in my handbook of last year. Please make any necessary changes on these sheets to bring them up-to-date as of October 1956 and return them to me with your corrections at your very earliest convenience. I realize that in many states there will be no changes due to the biennial session of the legislature. However, if any of you have had changes in laws or budgets governing archives and records, I would appreciate your informing me. The changes will have to be mimeographed between now and October 10th; therefore, I will appreciate your reply via return air mail. If you wish any additions made to these sheets, that are enclosed, on your state, please add them along with your corrections.

With a great deal of appreciation to you, I am

Sincerely,

(Mrs.) Mary G. Bryan, Chairman
State Records Committee of the
Society of American Archivists

Director
Department of Archives and History
1516 Peachtree Street NW
Atlanta 9, Georgia

MGB:va

ILLINOIS

DIRECTORY OF ARCHIVAL AGENCIES

(Reprinted from THE AMERICAN ARCHIVIST, Volume XVII, Number 3, July 1954) Revised August 1955

(1) State of Terr.	(2) Name and Address of Agency	(3) Name and Title of Archival Officer	(4) Laws Defining Duties	(5) No. of Archival Employees
11. Illinois	Archives Division ¹ State Library Springfield	Margaret C. Norton Archivist	Ch.128, secs.12-1- 12.17, 1939; ch.116, secs.39-43.3 (as amended 1953), 1943	12
	(6) Kinds of Records (a) Official (b) Private	(7) Methods of Acquiring Archives (a) State or Terr. (b) Local	(8) Nonarchival Functions (a) Historical (b) Nonhistorical	(9) Types of Photoduplication Service
	(a) State & local archives & security films; (b) None	(a) Deposit by law & voluntary (b) Voluntary	(a) Publications, etc. (b) none	Microfilm, photo- stat and photo- graphic

¹ State Library is a department of the Secretary of State;
the Secretary is State Librarian

ILLINOIS (11)

MISS MARGARET C. NORTON, STATE ARCHIVIST
ILLINOIS STATE LIBRARY, ARCHIVES DIVISION
SPRINGFIELD

ILLINOIS LEGISLATURE MEETS BIENNIALY IN ODD YEARS

T.L.S., Margaret Norton, Archivist to Mary G. Bryan, April 25, August 5 & 23, 1955

The most progressive step on the Illinois scene is HOUSE BILL NO. 1093 of 1955 recently enacted by the 69th General Assembly appropriating \$200,000 to the Secretary of State for employing "a specialist or an organization of specialists in the field of records management to conduct a survey of records of the State of Illinois and to make reports and recommendations to the appropriate officials of this State relating to more efficient and economical methods of creating, managing, keeping and disposal of such records", etc. This is a major step in the archives field in which the State Archivist will play an important, responsible roll.

Another bill of interest is one which created a State Personnel Department to handle all future employment by the State Government. This takes the State Library out from Civil Service, but the new Personnel Bill as passed provides that all persons now under Civil Service shall continue to have that protection. Bill further provides that any state officer might petition to have his office come under the Personnel Department for purposes of employing technical or other personnel. The Personnel Department Act does not go into effect until July 1, 1957.

BUDGET

The Archives Division of the Illinois State Library (under the Secretary of State) does nothing else but archival work; however the Archives Division is so "integrated" with the State Library, until it is difficult to breakdown the budget for exact amount spent for archival supplies and equipment. Building maintenance, including utilities, janitors, watchmen, elevator operators, etc., is provided by the Supt. of Capitol Building and Grounds.

T.L.S., de Lafayette Reid, Acting Assistant State Librarian to Mary G. Bryan, August 23, 1955, states Archives Division salary budget under the State Archivist is \$46,140 annually. This amount includes salary of 3 photographers, who do some work for other departments of the Office of Secretary of State.

During the current year it is estimated that between \$6,000 and \$7,000 will be spent for supplies, including sum of \$1,250 for photographic supplies - not all of which will be used for archival purposes. An anticipated expenditure of around \$26,000 will be spent for equipment. One unusual and important expenditure of great interest is the expectation of buying a laminating machine for the restoration of documents, which will cost approximately \$12,000.

August 13, 1956

Mrs. Mary G. Bryan, Chairman
State Records Committee of the
Society of American Archivists
1516 Peachtree Street NW
Atlanta 9, Georgia

Dear Mary:

As you know, there was no legislative session in Illinois in 1956, therefore, no changes in our laws to be noted.

The National Records Management Council, Inc., was given the contract for our Records Management Survey for the State Government of Illinois. They expect to have substantially completed their work by January 1st, 1957. By that time all record series currently being made will be under retention schedules. Emphasis has been put on improving the quality of records to be created in the future, rather than on disposal of past accumulations, though recommendations for disposal of the older records, both at the initiative of the departments of origin and at the suggestion of the Council have kept the State Records Commission busy the past few months.

A new State Records Center has been opened in the old State Power Plant across the street from the State House. It was possible to equip this from our current appropriations. Mr. Le Roy De Puy, State Liaison Officer for Records Management is in charge of the Survey after the withdrawal of the National Records Management Council.

Not to be reported formally, but for your information, Mr. De Puy will succeed me on my retirement next spring. Plans are being made for an enlargement of the scope of our work (to go in for records management in a big way, do more work with counties, etc.) and for a probable removal of the Archives Division from the jurisdiction of the State library. We were fortunate in getting Mr. De Puy for he is one of the very few persons in the

August 13, 1956

Mrs. Mary G. Bryan, Chairman
State Records Committee of the
Society of American Archivists
1516 Peachtree Street NW
Atlanta 9, Georgia

country who have had both archival and records management experience. You may know him because he belongs to SAA. He was with Henry Eddy for several years, later with the Navy Records Center at New Orleans and most recently regional director of the Omaha district records management service for Internal Revenue.

Mr. Reid, Assistant State Librarian, Mr. De Puy, Mr. Cassady, Assistant Archivist, and I plan to attend the Washington meeting. I am looking forward to seeing all my friends for it may be my last meeting - at least the last one before I become emeritus.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:leq

April 26, 1956

Mr. Sherrod East
Army Records Center
Adjutant General's Office
Pentagon Building
Washington, D. C.

Dear Mr. East:

How are you getting along with the program for the October meeting of the Society of American Archivists? If it is not too late I would like to make a suggestion.

The Records Management Survey for the State of Illinois is attracting a great deal of attention right now. If you contemplate having a program on the subject of Records Management, I would like to suggest that you consider asking Thornton Mitchell, Project Manager here for the National Records Management Council, to give a paper entitled "A New Concept in Records Management", or something similar.

What we are doing here has not previously been attempted on a government wide basis, namely, to attempt to control the creation of records rather than merely to attach retention schedules to existing records systems.

The Archivists and records management people have been at cross purposes long enough. It seems to me that it is time for the archivists to begin telling the records management people what sort of records we want to have created. Mr. Mitchell has a wonderful grasp of this concept and I think would be willing to deliver a paper if you wish him to do so. He can be addressed at the State Archives Building in Springfield.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:lq

THE SOCIETY OF AMERICAN ARCHIVISTS

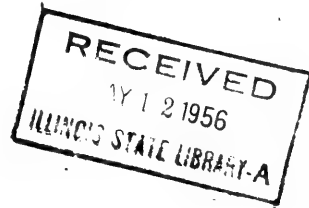
WILLIAM D. OVERMAN, TREASURER
346 CASTLE BOULEVARD
AKRON 13, OHIO

ERNST POSNER, PRESIDENT
THE AMERICAN UNIVERSITY
1901 F STREET, N.W.
WASHINGTON, 6, D.C.

HENRY J. BROWNE, SECRETARY
THE CATHOLIC UNIVERSITY OF AMERICA
WASHINGTON 17, D.C.

9 May 1956

Miss Margaret C. Norton, Archivist
Illinois State Library
Springfield, Illinois



Dear Miss Norton:

Your letter of 26 April was waiting for me when I returned yesterday from a short tour of active duty training. It was good to hear from you and we very much appreciate your suggestion concerning the possibility of a paper by Thornton Mitchell.

The Program Committee has had two sessions and considerable correspondence at this stage. The content is pretty well set, subject only to the possibility of failure to complete final arrangements with respect to a particular session. We considered writing you about Illinois developments but some felt that it might be a little premature. The principal State archives session is to be on New York State's inventory project, conducted by Santen in the Bureau of the Budget. Howard Crocker has also offered to give a paper on their local public records program which it looks as if we might not be able to include.

I would not want to close the door this early on a NRMC paper on the intriguing topic which you suggest. I will, therefore, put your letter before the next meeting of the Committee in the hope that we might at least consider your suggestion as an alternative in the event circumstances require a change in the Program. I will write Mitchell later this month or early in June if there is a possibility that we can include him.

Sincerely yours,

SHERROD EAST, Chairman
Program Committee

SE/jm

SOCIETY OF AMERICAN ARCHIVISTS

Program Committee

8 June 1956

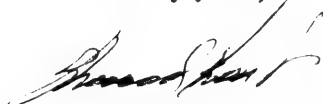
Miss Margaret C. Norton
Archivist, Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Further reference is made to your letter of 26 April relative to Thornton Mitchell's participation in the October meeting of the Society with a paper on NRM's Illinois Project.

I am enclosing a copy of my letter to Thornton, which will indicate that the committee has seen fit to adjust the program to include papers by both Santen and Mitchell in the State Records Management session. Needless to say, we are most happy that this could be done. Thank you for the suggestion.

Sincerely yours,



SHERROD EAST
Chairman, Program Committee

Incl
Cy Thornton Mitchell ltr

SOCIETY OF AMERICAN ARCHIVISTS

Program Committee

8 June 1956

Mr. Thornton Mitchell
Project Manager, National Records
Management Council
c/o Illinois State Archives
Springfield, Illinois

Dear Thornton:

As you may know, Miss Norton suggested in late April that the Program Committee consider an invitation to you to give a paper at the Society of American Archivists' annual meeting, to be held in Washington, October 11 and 12.

In my initial reply to Miss Norton, I was not sure that we could extend this invitation, pending further clarification to the extent to which we were committed to New York on the whole of the session devoted to State Records Management. I am happy to say that the committee has now concluded that this session would be greatly strengthened by inclusion of a paper on Illinois, in addition to the one scheduled to be given by Vernon Santen with particular emphasis on the New York Records Inventory project, which he directed. Miss Norton suggested that the title of your paper might be, "A New Concept in Records Management" with emphasis on the attempt to control the creation of records, rather than merely to attach retention schedules to existing records systems.

I have already sounded out Bob Shiff on this matter and have been assured through my intermediary of his enthusiastic concurrence. I sincerely hope that you will be able to accept this invitation to participate. In anticipation of a favorable reply, I am informing Santen of the committee's plan. I will write you further as soon as final adjustments are made in the program as to day and time. If you have any questions which I can answer in the interim, please let me know.

Sincerely yours,

STEFERD EAST
Chairman, Program Committee

STATE OF MICHIGAN

G. MENNEN WILLIAMS, GOVERNOR
LEWIS BEESON, SECRETARY-EDITOR



MICHIGAN HISTORICAL COMMISSION

LANSING 13

August 16, 1956

Miss Margaret C. Norton, State Archivist
Illinois State Library
Archives Section
Springfield, Illinois

Dear Fellow Archivist:

As a member of the State Archives Committee of the Society of American Archivists, I have been asked to compile information regarding the use of replevin laws to recover public documents.

We are specifically interested in the court cases in which replevin laws have been used, and the success or failure of such cases. If you have no specific replevin law, we would like to know if you have any general statute which gives your agency power to recover stolen or lost documents.

I shall appreciate your cooperation in answering the enclosed questionnaire at your earliest convenience. Even if you have had no replevin cases in your state please return the questionnaire.

Sincerely yours,

A handwritten signature in cursive script, reading "Philip F. Mason".

Philip F. Mason
Archivist

Enc.

February 28, 1956

Committee on Professional Standards and Training
The Society of American Archivists

Dear Committee Member:

As you know, one of the first tasks undertaken by the Committee on Standards and Training was to reconcile two diverse attitudes toward qualification for membership in the SAA. Last year when Dr. Grover was chairman of this committee, he tried strenuously to provide a solution, and it was not until the last council meeting at Nashville preceding the general business meeting that it became clear he had failed. Moreover, at the same general meeting in Nashville, the constitution was amended so that anyone who was willing to pay dues could belong. But this amendment really changed nothing because previously anyone who applied had been admitted. As things stand now, therefore, membership in the SAA is open to anyone.

A considerable number of our members feel that this is a good thing. Their position seems to be that unrestricted membership confers two benefits: (1) it encourages interest in archival work and (2) it provides more funds through membership dues. This group is satisfied to have things remain as they are. Our committee could therefore quite properly report that it is satisfied too with things as they are. The effect of such a finding would be to return the whole business to the general membership.

A second group has held, on the other hand, that the only satisfactory solution is to restrict our membership to recognized professional archivists and records managers. This group maintains that otherwise the title "Member of The Society of American Archivists" means little or nothing professionally, whereas it might if restricted carry the weight of say "Member of the American Institute of Architects." Indeed, as things stand now, on occasion an archivist is called upon to explain to laymen like heads of state personnel offices that membership in the Society is not even a recommendation for employment in state record work.

To those who plead that open membership will encourage interest in our work this second group replies that in fact, after twenty years

of spare results, this policy has nothing to recommend it. Moreover, specialized organizations, some old and some new, are in existence in every allied field: state and local history, general history, autographs, genealogy, office management, and so forth. People interested in these fields will naturally turn to the professional societies which represent them, and not to us who perforce devote less and less of our time to such fields as our own becomes more specialized and as we accumulate an increasing corpus of knowledge which all of us must master.

What we lose in dues by restricting membership could be made up by raising the contribution of each remaining member. This would be justified in theory because of the increased benefits which would accrue to each of us.

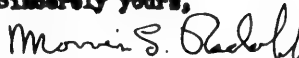
The goal of this group could be accomplished simply by restoring the constitutional provisions relating to membership to what they were before last October. To put teeth in the constitution, the membership committee or a subcommittee of the council might be charged with the responsibility of carefully examining all future applicants.

A third group has urged a compromise arrangement. While several compromises have been proposed, all agree on unrestricted membership in the SAA. They all agree, too, that within the general membership certain individuals be set apart as "fellows" of the society or something comparable. But what criterion should be used in making this selection? Some hold that length of service in record work coupled with a minimum period of membership in the Society ought to be enough. Others feel that accomplishment alone ought to be the criterion: works published, mission accomplished, distinguished contribution of any kind. Finally, a combination of prerequisites has been offered - so many years as an archivist, so much formal preparation, so many books or articles. As a matter of fact, almost the whole effort of our committee was devoted last year to these various compromises, none of which proved acceptable to a majority.

It seems to me now that our committee ought to come to some decision this year so that it can in the future turn its attention to the purposes for which it was especially created. By pressing for a decision now we may be forced to realize that we cannot agree; but I do not believe that a committee is entitled to keep anything under advisement forever. If we cannot do what we have been asked to do we should report that fact to the general membership and give the Society an opportunity to solve this problem by other means.

If you agree with me would you now be willing to advise me whether you think we ought to (1) try again for a compromise, (2) recommend that membership be unrestricted as at present, (3) urge that the constitution be restored to what it was before October 1955 and that a membership screening group be set up to implement it, (4) turn the whole controversy back to the general membership without further consideration?

Sincerely yours,



Morris L. Radoff

Chairman

NLA/e

March 3, 1956

Dear Morris:

You have stated the problem of restrictions on membership vs. an Institute for archivists clearly. I vote for membership unrestricted as at present, but for a continuation of the study of how to raise standards for archivists. The institute is only one, and in my opinion, an unsatisfactory proposed solution for the problem.

I have stated my views emphatically so many times that I hesitate to repeat them here, though I presume I should. In my opinion there is no likelihood of the Society of American Archivists being overrun by non professionals who would get improper control of the organization. I would like to see us have as much public support as possible. The fact that a few amateur historians have joined the American Historical Association from time to time has never affected that organization's effectiveness as the recognized representative of the professional historians.

On the other hand, our profession is still young and the diversity of functions undertaken by the different archival agencies over the country is too great to permit us at present to set up a single criterion for what constitutes an archivist. The Illinois archivist has no need for specialized skill in the restoration of historic sites, for that function is performed here by the Division of State Parks and Memorials. Maryland, which does much scholarly publishing needs an archivist skilled in historical editing. Most states, particularly those on the eastern coast, combine the functions of archives and historical agencies for the state. Some states, Virginia, for example, devote all of their archival energy to older records, while Illinois is largely concerned with modern records. The problem of where the records manager fits into the picture brings in other matters involving the types of training needed. (I am in accord with the views you expressed in your presidential address, that the two professions should not be separated).

When our committee was considering the qualifications for the members of the Institute, it seemed to me that we were thinking too much in terms of recognizing present members rather than in setting standards, which latter seems to me to be the essence of the problem. You will remember that we reached a reductio ad absurdum when it seemed we couldn't set a Bachelor's degree as a minimum because one highly esteemed member of the Society has no A.B. I think we should drop as pernicious any idea that holding an archival position for a certain number of years should qualify one for membership in an institute, especially if that means a lowering of standards.

My proposal is that the Society of American Archivists shall classify the various types of archival agencies (without naming the agencies themselves) and endorse standards for each of those types. For instance, we would say that the head of a large agency having a certain number of employees and doing specified types of work, should hold such a such a degree and have such and such experience, and his salary range should be not less than a certain amount. We would go down the line, university archivists, business archivists, small state agencies acting also as state historical agencies, etc. We should not stop at the qualifications for chief archivists, but should go down the line for all professional members of the staff, and perhaps indicate the proportion between professional and clerical staff for each type. I find it much easier to sell the men who make the appointments on the necessity for having a recognized archivist at the head, than to convince them that the archivist needs trained assistants, and I dare say all my colleagues have had the same experience. (Confidentially, I have even been able to convince my superiors that the archivist for whom we are now looking to succeed me should have a substantial increase in salary over my present salary!)

In other words, I would prefer to leave the membership provisions for the Society as they are, and to provide a set of standards which we could quote when seeking archivists. "The Society of American Archivists recommends that for an assistant in our type of institution we should seek a person with such and such degrees and professional experience, who would be in such and such a salary range." I do not think those standards could be set up today, but I do think we should be studying this problem, rather than how to give recognition to outstanding members.

Sincerely,

March 28, 1956

Dr. Morris L. Radoff
Maryland Hall of Records
Annapolis, Maryland.

Dear Morris:

Thank you for sending me the reprint of your presidential address. I thought at the time you delivered it that the suggestions you made were basically sound. A further study confirms my idea that this is something which should be considered very carefully by the archivists. As you are aware, I am somewhat in disagreement with the group that wants us to set up an archival institute without first coming into agreement as to what the term "archivist" really means or should mean in terms of background and accomplishment. The committee reached reductio ad absurdum when it was suggested that we could not even have a minimum standard of a bachelor's degree because one member of the Society who otherwise should qualify for the Institute does not possess a bachelor's degree. You are quite correct in suggesting that we should consider standards for education, not in terms of European archives, but of American needs.

Right now we at Illinois are faced with the very problem about what you were talking. We are looking for my successor, for I retire next year. We want a man to come in now as State Liaison Officer for the current records management survey (to be paid from Survey funds) who will gradually take over my work so that the transition from old to new archivist will be smooth. We find that people with sufficient records management experience, and we feel that very important if we are not to lose the benefits of the survey, are neither interested in nor prepared for the scholarly side of archives. Confidentially, when at a recent State Records Commission meeting, when I turned to one of the Survey employees, a most competent man in records management field, and said, "You are bringing long lists of records which you and the Commission agreed should not be kept permanently, but what records are you telling this department they should make and preserve in order to document their activities?" the man looked perfectly blank for a moment while he fumbled for the answer. On the other hand, we have a plethora of applicants who think an M.A. or a Ph.D. degree without other training or experience, adequate background for the job. It usually turns out that they think they are going to do the sort of editorial work you are doing, whereas the comparatively few records of historical importance were edited and printed long before I came here. That is just one and not the most important phase of our work.

Sincerely,

May 9, 1956

Committee on Professional Standards and Training
The Society of American Archivists

Dear Fellow Member:

I have now received replies from all the members of our committee, some of them in great length and all of them indicating a serious effort to solve the baffling problem of fellowships now before us.

On two points there was general agreement, achieved in some cases with reluctance, to be sure, but agreement nevertheless:

1. The action of the Society in amending the constitution to open our membership to anyone interested in joining should be accepted as final. This acceptance of the status quo is not altogether a matter of laying a ghost because when our committee first proposed such a constitutional amendment it was with the understanding on the part of some that it would be accompanied by a companion measure aimed at some intramural separation of professionals from amateurs, and this was not done at Nashville. In any case, we have all now accepted relaxation of the membership provision of the constitution as a fait accompli and established it as independent of our other problem. Since this agreement will require no report from us, I think that this committee can now happily forget it.

2. What was more surprising to me was that with only one clear exception (there was perhaps one other) everyone asked that further effort be made to reach a compromise recommendation for the establishment of fellows of the SAA, or the equivalent. The objections most commonly raised against any plans so far proposed were that they were (1) too inelastic and (2) too much concerned with minimal standards.

I am not sure that these objections can be overcome altogether, given the special difficulties of our problem, but I have been asked to try. (After October there will be another chairman who can try his hand if this effort fails.) What follows is obviously imperfect; therefore, your suggestions for improvement are not only welcome, they will be received with rejoicing and loud hosannas. Moreover, if you want to reject this plan in toto and offer one of your own, so much the better.

The desire for inelasticity in the matter of granting honors probably stems from our collective experience with the misuse of such powers - bias in favor of individuals because of characteristics having nothing to do with accomplishment and prejudice against individuals, however accomplished, because of race, color or religion - unfortunately more characteristic of the learned world in this country than elsewhere in the area of Western Culture. But the course which has been proposed, that is automatic honors on the fulfillment of fixed prerequisites, only substitutes one evil for another. The honor, because it is automatic, is hollow and meaningless. Would it be possible to devise safeguards against the abuses noted above without resorting exclusively to the rigidity of law? I think it is.

Suppose we retained only one rigid requirement:

"To be eligible for fellowship in The Society of American Archivists the candidate must have been a member in good standing of the Society for at least five years immediately preceding his nomination to be a fellow of the SAA."

This seems to me to be a reasonable restriction. Non-members would be excluded but they could still be made honorary members as at present if we wished to confer an honor on them.

I hope that we are all in agreement so far, because the difficult part lies ahead. We are fortunate, it seems to me in having a ready-made awards committee, that is the Committee on Professional Standards and Training. It is large enough to be representative and will become larger - I hope. Each member has been elected to the presidency by the Society as a whole and presumably enjoys a fair amount of the confidence of the general membership. Its membership cannot be rigged - its complement is fixed on the one hand by the members and on the other by God Almighty.

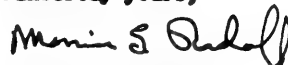
Could we not with confidence trust this committee to recommend each year to the president and council that certain members of the Society become fellows and that the committee consider in recommending such awards the accomplishment of the individual in the control and management of archives, current records and historical manuscripts; his contribution to the literature of these and related fields; his service to The Society of American Archivists and similar societies and associations?

The recommendation should be made on majority vote of the committee. This is a safeguard against the appearance of a single frustrated

blackballer. I honestly think that an arrangement of this kind would work after the first year. The handling of the initial backlog might demand imagination and diplomatic skill of the highest order.

Let me know what you think of this plan at your earliest convenience. There will be a Council meeting May 29th, and I have been invited to submit a report at that time.

Sincerely yours,

A handwritten signature in dark ink, appearing to read "Morris L. Radeff". The signature is fluid and cursive, with the first name "Morris" and last name "Radeff" clearly distinguishable.

Morris L. Radeff
Chairman

MLR/e

*File: Society of
American Archivists
Committee on Professional
Standards & Training*

May 11, 1956

Dr. Morris L. Radoff, Chairman
S.A.A. Committee on Professional
Standards and Training
Maryland Hall of Records
Annapolis, Maryland.

Dear Morris:

Surprise! I am willing to go along with you in your proposal of May 9 as to the Fellowships in the Society. We can, as you say, consider the proposition of restricting memberships as a closed issue. I also agree that our committee is as suitable as any to pass upon qualifications for membership in the group of Fellows. We probably could circulate the membership as a whole from time to time for nominations for Fellows, but like the Nominating Committee we should not hold ourselves responsible for appointing only those nominated nor should we feel compelled to select those having the highest number of friends who might or might have been solicited to get the honor conferred on someone. I think the Committee should be very selective, perhaps not filling their quota for one year if they do not feel that there are suitable candidates. I do not think the Committee should be limited as to the number appointed in any one year, though I think the proportion of fellows to members should be fixed. As you suggest, we might want to elect more the first few years than later. As I understand it, you are not planning to make a definite proposal this year, but merely to recommend the principle, with the thought that details might be debated by the members at the next convention - they to approve or disapprove the proposed compromise.

Once we get this out of our system, I would like to see our committee take up other phases of setting standards for our profession.

Incidentally, you will be interested to know that Le Roy De Puy, now regional Records Management Officer for Internal Revenue Service at Omaha and formerly with Naval Archives at New Orleans and Pennsylvania State Archives has been appointed State Liaison Officer for Records Management in Illinois. He will be working chiefly with the National Records Management Council staff for the Illinois Survey, then take over when I retire next spring. We had a hard time to find just the right combination of experience for the job, but we think we have the right man.

Sincerely,

MARGARET C. NORTON
Archivist

June 14, 1956

Committee on Professional Standards and Training
The Society of American Archivists

Dear Fellow Member:

I hope that you are not becoming bored with the problem of fellows in The Society of American Archivists. This exchange of ideas in which we have been engaged has, I think, been profitable; and so I am continuing with the following long letter.

Successive I hope you will be as encouraged as I have been at the successive points of agreement at which we have arrived. As a matter of fact, I think that we are ready to make a report now to the Council; but I am hopeful, as is Dr. Posner, that we can present a unanimous proposal in October. At least I have that goal in mind and, therefore, may I ask that all of you reply as soon as it is convenient to do so.

I. Old Business

1. We are all agreed that a minimum period of membership in the Society ought to be the single inflexible requirement.

2. We are all agreed that this minimum membership period ought to be five years. (Dr. Leland suggested 3-5 years, and from that I took it that he would go along with five years. I hope I am not misunderstanding him.)

3. We are all agreed that the Committee on Professional Standards and Training should be charged with the duty of nominating fellows but -

Phil Brooks feels that a majority vote is not enough and that perhaps two-thirds should be required. In your reply would you state which you prefer? I think that perhaps all of us would be willing to abide by a majority vote on this question.

Dr. Back feels that our committee should not actually make the choice of fellows, but should only offer nominations to the Council. The Council in turn could reject any of our nominees, but could not make others of its own. I hope all of you will give this suggestion your most serious consideration. I am myself opposed to it for the single reason that I am fearful of dividing responsibility on a matter of such importance. Perhaps the Council will have something to say about its part in this business, but I believe that since it is the ruling body of our society the suggestion should come

from it. After all, our proposal is only a report to the Council.

Dr. Leland has restated the criteria which should guide our committee in judging the qualifications of nominees. Here is what he said:

"Educational experience in the fields most necessary for an archivist: such as history, political science, administration, economics, law, etc. This experience would not be evaluated exclusively in terms of college or university courses, degrees, etc. but realistically.

"Professional experience, ordinarily of not less than 5 years, which should include exercise of responsibility, demonstration of initiative and resourcefulness, and professional morale. Outstanding services of a special sort should receive particular consideration.

"Published, processed or MS writings of superior quality and usefulness. Books, articles, essays, memoranda, histories, guides, descriptions, etc."

I preferred not to spell it out so precisely because I felt that the committee needed no more than a general guide. For example, in "Educational experience," if we do not accept a purely academic tag such as the Ph.D. or a list of courses we shall be in difficulty determining exactly what education each of us has had. Also we might be embarrassed by even the suggestion of five years of professional experience. For example, suppose that some years from now (many, I hope) a new Archivist of the United States is appointed who had previously been a distinguished teacher of government and history and a member of our society for more than five years, would it not be embarrassing to require a further wait of five years before he became eligible for a fellowship? What do you think? Can we settle this too by ballot? If so, how do you vote?

II. New Business

1. How many fellows should there be? Some members of this committee have suggested a fixed maximum in numbers, others a percentage maximum. I feel that percentage is more flexible - we might double our membership in a year or two and be caught with the need to revise the constitution again. What do you think? If you like percentages do you prefer 10%, 15% or 20%? I cannot imagine less than 10%, nor more than 20%.

2. How do we start? At first this committee will be embarrassed in making nominations. I suggest that we take all the

embarrassment at once by proposing that all officers, members of the Council and editors of the quarterly, past and present, be made fellows the first year. If, as we have every right to expect, future presidents will be fellows, this committee will not be in the curious position of nominating to dignities which all of its members do not possess. Is this awkward? If so, is there a better way? I have not made a count, but there has been so much duplication that I believe a large number of vacancies will be available for others.

III. Miscellaneous remarks for individual members.

1. Dr. Leland: I think we have now all agreed that the Society membership will remain open.

2. Phil Brooks: My only thought about honorary membership was that it would be retained for non-members of the S.A.A. Perhaps it would be simpler to abandon it for members, but that is not relevant to our present task.

3. Bill McCain: I pledge the chairman of the committee never to discriminate against Southern Whites in the matter of fellowships in the S.A.A.

Sincerely yours,

Morris

Morris L. Radoff
Chairman

MLR/s

June 20, 1956

Dr. Morris L. Radoff, Chairman
Committee on Professional Standards & Training
The Society of American Archivists
Maryland Hall of Records
Annapolis, Maryland.

Dear Morris:

In reply to your questionnaire of June 14:

1. Old Business. 3.

I am inclined to think that the committee to nominate fellows should be "a committee comprising the past presidents of the Society", rather than the "Committee on Professional Standards and Training." It occurs to me that the past presidents may not, at some time in the future, be the best persons to be members of the "Committee on Professional Standards and Training" and that the membership of the committee may well be changed from time to time. We are at present agreed, I believe, that the past presidents are the most neutral persons who could make the selection of fellows.

I think that the past presidents should nominate fellows to the Council who should be the ones to take final action. The Council is responsible for conducting all business of the Society and I do not think that responsibility should be divided. If we are to make nominations only, I think a simple majority vote of the committee sufficient; if our say-so is to be the final one, I think probably two-thirds vote would be desirable.

Dr. Leland's statement of criteria for fellows is excellent. I do not think it should be written into the Constitution - nothing that formal - but that it should be formally adopted by the committee at the first meeting to act upon fellows, with the understanding that that should be the guiding policy of the Committee until changed by the Committee. I do not think the Committee should be bound by rigid and unchangeable policies stated in the Constitution. Instead, the articles creating the Committee should give it the power to "adopt such reasonable criteria for qualifications of Fellows as will best achieve the purposes for which the Fellowships are created" or something to that effect. I think the "purposes for which the Fellowships are created" should be set out in the Constitution. If the vote is to include Dr. Leland's criteria in the Constitution, I would vote "No."

II. New Business.

1. How many Fellows?

I think we should fix the maximum number of Fellows at a certain percentage of the membership. Perhaps say, "not to exceed ten percent of the number of individual members in the Society at the time of election." In order that the Fellows shall be an active and not a static group, I think that we should have two classes of Fellows, active and inactive, perhaps providing that Fellows shall become inactive Fellows two, three or five years after their retirement from the profession of archivists. The number of active Fellows should be limited to 10% of the membership, but there should be no limit to the number of inactive Fellows. Of course, no one should be made a Fellow after his retirement, but an active Fellow after he retires should not hold his place to the exclusion of someone else who should have the honor. In other words, we should not have to wait for a man to die before voting someone into his place, neither should we deprive a living but retired Fellow of his honor. I don't like the terms "active" and "inactive" - we should perhaps pretty them up, but you see what I mean - vote in a new Fellow to take the place of someone no longer active in the profession. I think an archivist who leaves the profession, to take a job as professor, for instance, should keep his title and become an active Fellow again if he returns to the archives profession.

2. First nominations. I like Dr. Radoff's suggestion that we start off with past ~~FELLOWS, OFFICERS~~ presidents, officers and editors. That would be something for the Committee to decide after the Constitution is changed, but it might be good propaganda to start.

III.

Society membership to remain open. I agree.

2. Honorary membership held for non-members of the Society. As an Honorary member I feel some delicacy about discussing this point, but as a member of the Committee I should comment, I suppose. Presumably very few Honorary Memberships will be given to members in the future, but I do not think we should suggest any limitations on the Council in this respect.
3. I'm glad Bill Mc Cain is going to be ^cbrad minded about Southern Whites.

The mail man is waiting. Pardon this hasty typing.

Sincerely,

MARGARET C. NORTON

August 20, 1956

Committee on Professional Standards and Training
The Society of American Archivists

Dear Fellow Member:

Enclosed is a summary of the replies to my letter of June 14. As you will see, we were not, after all, able to achieve unanimity; and I do not think it would be proper to settle some of these differences by mail vote.

I had hoped, at first, that we would have come to full agreement in time to provide for a constitutional amendment to be submitted at the Washington meeting, but this proved to be impossible. My minimum goal was to be ready with a unanimous report for the Council so that the fellowship program could be undertaken next year. At the least, this much progress would have freed our committee for other work, now long overdue. I am sorry to have to report, therefore, that this also has proved impossible.

I now ask your advice about our next move. I think of several alternatives--perhaps you will think of others--: (1) pass the whole question to the new chairman for a fresh start; (2) decide the remaining differences by majority vote at the Washington meeting; (3) prepare majority and minority reports to the general membership to be submitted at the business meeting in Washington; (4) ask the Council to discharge our committee from further responsibility in this matter (I prefer this solution because then any member could bring the matter up for decision at a business meeting and we could at long last get on with something else!).

Sincerely yours,

Morris L. Radoff

Morris L. Radoff
Chairman

Reels.
MLA/s

August 20, 1956

Committee on Professional Standards and Training
The Society of American Archivists

Dear Committee Member:

I have now received replies to my letter of June 14 from every member of our committee.

I.

First I should like to go over the section which was labelled "Old Business," because while we had agreed in principle on the items there listed, I have received some additional comments.

1 & 2. We had all agreed that a prerequisite for election to a fellowship in the Society would be a minimum period of membership. Most of us had suggested five years, but there were several who wanted some flexibility in this rule. Everyone has now accepted five years.

3. The question of how large a majority would be needed for nomination received further attention. Results were as follows. Simple majority: Radoff, Buck, Norton, Brooks (but only if a majority of our committee wants it that way; Phil would prefer two-thirds.), Crittenden, Grover (but this should be a majority of the whole committee and not a majority of a quorum.), McCain, Leland (who suggests also "a majority plus one.").

Comment. It seems to me, therefore, that we have agreed on a majority vote, even though some reluctance has been indicated. I am sure that a "majority of the whole committee" will be agreeable with those who have heretofore spoken for a "majority." An additional problem has appeared because several of the members have agreed to a majority vote, but only if it is not the Committee on Professional Standards and Training which has the final word.

The following have agreed that the Committee on Professional Standards and Training should have sole responsibility in this matter: Radoff, Leland (who states "I do not think election should be by the Council or by the Society on nomination by the committee."), McCain, Crittenden, Brooks.

The following dissent: Grover is still undecided. Norton wants the nominations to be made "by a committee comprising the past presidents of the Society" rather than "the Committee on Professional Standards and Training." She fears that the Committee on P. S. and T.

may not always be composed of past presidents. Norton also feels that whatever committee makes the nomination, it ought to be a recommendation to the Council, final action to be left to the Council. However, she feels that if final action is to be in the hands of a committee alone, a two-thirds vote ought to be required. Busk, while going along with the majority vote, still thinks "that the formal election should be by the Council."

Criteria. I am afraid that I was not quite fair to Dr. Leland's statement of criteria. I think that we are all agreed now that these criteria should not be included in any constitutional amendment which we might propose, but that they should be included in our report simply as a recommendation to the selecting committee and a guide which the Council and the general membership would understand. Dr. Leland has now restated his criteria. I do not believe that any of us could improve on it. I quote in full:

"Advanced educational experience, realistically appraised, in an area of knowledge recognized as essential for an archivist.

"Professional experience, ordinarily of five years, which should include the exercise of responsibility and should demonstrate the possession of qualities of initiative, resourcefulness and professional morale."

"Writings of superior quality and usefulness."

II.

The following have agreed that the number of fellows ought to be a certain percentage of the total membership: Radoff, McCain, Crittenden, Brooks, Norton, Busk. The following dissent: Grover prefers to postpone action on this question "until the committee has had the experience of selecting fellows for two or three years." Leland is in favor of a percentage limitation under certain circumstances and a numerical limitation of perhaps fifty under other circumstances. The circumstances depend on the purpose or purposes to be achieved by the election of fellows, and I do not feel competent to commit either myself or the committee as to these purposes at this time.

Of those who agreed on a percentage limitation there was very close to unanimity on a minimum of ten per cent and a maximum of fifteen per cent. However, several members pointed out that we should not count as part of this ten to fifteen per cent candidates who were no longer active members of the Society. As all of us knew, there are certain individuals who contributed a great deal to the Society at one time and have now gone into other fields; as examples, Luther Evans and Julian Boyd. Surely we would not want to omit them from the list of fellows; but, at the same time, we ought not to permit their election to prevent the election of others now active or who will be active in the future.

I was impressed by this agreement and I should be glad to go along with an amendment, providing that inactive candidates be unrestricted in number and that they not be considered as part of the ten to fifteen per cent of the total membership.

The proposal that we begin by electing officers, members of the Council and editors, past and present, was received as follows. In favor without conditions: Radoff, McCain, Crittenden, Beck.

The following dissent: Grever asks "Can't we take this up at our next meeting of the committee?" Leland comments, "On the whole, I do not think I approve of it." Leland has other suggestions which will be submitted to you if this question becomes a matter for a meeting of the committee. Norton agrees, but thinks that this would be something for the committee to decide after the constitution is changed. Brooks agrees, but he is worried about the number of fellowships which might be lost to ex-officers no longer in the Society. I believe that his objection would be taken care of if we followed the suggestion above; that is, by considering these inactive fellows apart from any limitation on numbers which we might decide to impose.

Sincerely yours,

Morris L. Radoff
Chairman

MLR/e

September 11, 1956

Committee on Professional Standards and Training
The Society of American Archivists

Dear Fellow Member:

Most of the members of our committee have asked that the remaining differences about "fellows" be decided by majority vote at the Washington meeting. In order to facilitate our work there I have prepared a Tentative Report to the Council which includes every variant proposal. Paragraph 3 was a little difficult to handle, but I think what I have done will be clear to you. After we make our choices we can, I hope, simply strike out what has been rejected.

Our percentage limitation on "fellows" demanded special exemption for former members and this in turn made for some additional awkwardness in this report. Perhaps you can suggest a better way than using the terms "former" and "present" members.

Paragraph 5 is something I added for two reasons: (1) it may be necessary for the Society to withdraw this honor at some time, and this would seem the simplest way to do it; and (2) it would prevent present members from withdrawing from the Society and still remaining "fellows."

Paragraph 6 is also something new. Perhaps it is a misguided effort to raise a little money for the Society.

I hope you will think it fair at our meeting to ask for a vote on whether 5 and 6 should be considered at all. If we decide to consider them we ought to be able to come to an agreement. But, of course, neither one is necessary at this time.

You will note, too, that I have omitted the recommendation that the first "fellows" elected be all our past officers. I did this because Mrs. Renze's list of officers indicates that there would be about thirty, and that would take a large part of our quota. However, I shall bring all my correspondence on this point and we can vote the recommendation back in again if you wish.

Nothing in this letter requires a reply on your part, except to tell me whether you can be in Washington for a committee meeting at 9 P. M., Wednesday, October 10?

Sincerely,


Morris L. Radoff
Chairman

MLR/c

To the President and Council of The Society of American Archivists:

Tentative Report of the Committee on Professional Standards and Training in regard to the proposal that certain members of The Society of American Archivists be designated as "Fellows" of the Society.

Introduction

For some years the Society of American Archivists has considered the possibility of electing "Fellows of The Society of American Archivists," to be composed of members of the Society selected for this honor by an agency of the Society. After having been discussed on various occasions by the Council, the task of determining the advisability of such a category of membership, the criteria to be employed in the selection, the method of nomination and election and other related problems was assigned to the Committee on Professional Standards and Training by President Grover. This committee was asked to continue its study by President Radoff and again by President Posner.

Your committee has understood from the beginning the controversial nature of such a proposal. Its deliberations in meetings and by correspondence have been slow, even pedestrian, but we have felt that the committee at least should finally be of one mind - majority and minority reports would serve only to remove the controversial issues from the committee room to the convention hall, where such differences as had existed within the committee would inevitably be multiplied.

We are, therefore, especially pleased to report that we have come to unanimous agreement on all of the important problems involved as well

as on some others which are of secondary importance or purely procedural in nature. We feel confident that the recommendations found in the body of our report will furnish a sound basis for a beginning at least and that procedural difficulties which may arise after our proposal has been implemented ought not to be serious enough to require the attention of our committee.

While it was not perhaps a part of the task assigned us, we should like to advise you, first of all, that we were unanimous in our feeling that general membership should remain open to anyone interested in our Society for whatever reason and that some of us felt strongly that unless open membership were maintained, no special category of "fellow" ought to be created.

1. Your committee is in favor of the election of certain present members and former members of The Society of American Archivists to a special category of membership, those so elected to be known as "Fellows of The Society of American Archivists."

2. The number of present members so ^{designated} ~~honored~~ should ^{not} ~~not~~ be less than ten per cent nor more than fifteen per cent of the total membership reported at the last general meeting of the Society by the Secretary, except that the number of former members so elected should be unrestricted.

3. Election of fellows shall be by a majority of all the members of the Committee on Professional Standards and Training, so long as that committee shall be composed only of past presidents of The Society of American Archivists.

[Alternate proposals: (a) "... by a majority and one of all the members of the Committee" (b) by a two-thirds majority of all the members of the Committee ...]

[Alternate

3. Election of fellows shall be by the Council on the nomination of a majority of all the members of the Committee on Professional Standards and Training. The Council shall have the right to reject the nominees of the Committee on Professional Standards and Training, but it shall not make nominations of its own.]

4. No member of the Society shall be elected a "fellow" unless he shall have been a member in good standing of the Society for at least five years immediately preceding his election. Moreover, in selecting candidates the Committee ~~{the Council}~~ ought to be guided by certain criteria as follows:

Advanced educational experience, realistically appraised, in an area of knowledge recognized as essential for an archivist.

Professional experience, ordinarily of five years, which should include the exercise of responsibility and should demonstrate the possession of qualities of initiative, resourcefulness and professional morals.

Writings of superior quality and usefulness.

5. No ~~present~~ member of The Society of American Archivists duly elected a fellow shall be deprived of this honor so long as he remains a member in good standing of the Society.

6. Every fellow of The Society of American Archivists shall pay the sum of ten dollars (\$10.00) annually in addition to the annual dues charged to every member of the Society.

September 15, 1956

Dr. Morris L. Radoff, Chairman
Committee on Professional Standards
and Training
The Society of American Archivists
Maryland Hall of Records
Annapolis, Maryland

Dear Morris:

I shall be in Washington the evening of Wednesday, October 10. However, I am anxious to attend the entire session of the committee on State Archives. I assume, you will also wish to go and that our meeting can be held after that one.

For the past two years, I have had to forego part of the state archives program. As I am particularly anxious to hear all the discussions I hope to be excused after that meeting has adjourned.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:leq

File:
Society of American Archivists
Committee on Professional Standards

October 24, 1956

Dr. Morris L. Radoff, Director
Maryland Hall of Records
Annapolis, Maryland

Dear Morris:

Our Wallace Bulpit reports that you and Gus Shordas gave him a royal welcome and made his visit to your restoration laboratory the most profitable of any visit made on his trip. Many thanks.

Congratulations also on pushing to completion (so far as the committee on Professional Standards is concerned) the recommendations concerning Fellows in the Society of American Archivist. I don't know of anyone else who could so tactfully and completely have resolved our difficulties. I don't think any of us had much heart in the matter, but you handled it masterfully. ✓

We were all so sorry that you did not feel well enough to stay for the meeting, which was unusually interesting. We all hope your health will soon improve, for the Society needs people like you.

Sincerely,

MARGARET C. NORTON
Archivist

MCN:vlb

From The Desk Of: de L. Reid



Date: 21 August 1956.

To: Miss Norton.

For your information. Copy of letter to Mr. Gust Skordas together with copy of questionnaire sent to him.

21 August 1956.

Mr. Gust Skordas,
Assistant Archivist,
Hall of Records,
Annapolis, Maryland.

My dear Mr. Skordas:

The enclosed report does not reflect proposed salary increases for the 1957-59 biennium. Although the section under "Records Management" indicates that two forms and systems technicians have been approved, there will probably be other records center personnel included in the forthcoming budget.

deLR:d

Sincerely,

Assistant State Librarian.

ILLINOIS STATE LIBRARY.

Check "Part of Parent Agency"

X

		<u>Title</u>	<u>Salary</u>
Individual in Charge entire operation.	Charles F. Carpentier	Secy. of State and State Librarian	
<u>Assistant</u>	deLafayette Reid	Assistant State Librarian	\$6900
 <u>I. Archival Staff</u>			
1. Individual in Charge	Margaret Norton	Archivist	\$5940
2. Chief Assistant	Theodore J. Cassady	Archival Asst. IV	\$4800
3. Other Assistants	Ernest East	Archival Asst. IV	\$4800
	Emma Scheffler	Archival Asst. III	\$4280
	Alvin Rountree	Archival Asst. II	\$3480
 4. Photographic Technicians			
	Winfred Helm	Photographer II	\$4800
	Jack LaHart	Photographer I	\$3960
	Edgar Bish	Photographer I	\$3480
5. Repair Technican	Wallace Bulpitt	Divisional Clerk	\$3480
6. Others	Margaret Reisch	Divisional Clerk	\$3060
	Louis Quonn	Divisional Clerk	\$3180
	Virginia Terry	Divisional Clerk	\$2220
	Rosetta Hudson	Divisional Clerk	\$2400
 <u>* II Records Mahagement Staff</u>			
1 Individual in charge Liaison	LeRoy DePuy	Liaison	\$7200
2. Chief Asst. Forms and System Technican		2 authorized	\$4000 to \$5000
3. Other Assistants	George Evers	Record Center Clerk	\$3000

*a record center is being set up under the recommendations of a survey by the National Records Management Council. Mr. DePuy now in liaison position between National Records Management Council and Secretary of State's office, will succeed Miss Norton as Archivist upon her retirement June 30, 1957.

August 1, 1956

Manager
Willard Hotel
Washington, D. C.

Dear Sir:

Please reserve a single room with bath for me for the meeting of the Society of American Archivists to be held in Washington, October 11-12, 1956. Please make reservation to start Wednesday, October 10.

Sincerely

MCN:leg

MARGARET C. MORTON
Archivist

OTHER ARCHIVISTS AND LIBRARIANS, 1957

Library Journal



Over 75 years of library leadership

62 WEST 45TH STREET • NEW YORK 36 • MU 2-0150

August 20, 1957

Miss Margaret C. Norton
Head, Archives
Illinois State Library
Centennial Bldg.
Springfield, Ill.

Dear Miss Norton:

We need a review of "Modern
Archives- Principles and Techniques," by T.R.
Schellenberg, University of Chicago Press.

Mr. Brown, our interim editor,
has nominated you as the person "most likely to
succeed" in an objective review. Can you do it
for us?

Sincerely,

(Mrs.) Sylvia Auerbach
Managing Editor
LIBRARY JOURNAL

SA:ms

August 23, 1957

Mrs. Sylvia Auerbach
Managing Editor
LIBRARY JOURNAL
62 West 45th Street
New York 36, New York

Dear Mrs. Auerbach:

This refers to your letter of August 20. Miss Norton, who retired last April, is leaving for Europe within a few days and will thus be unable to write a review of Dr. Schellenberg's book.

We are sorry to disappoint you in this request.

Sincerely,

LD:lcq

LeROY DePUY
Assistant Archivist

STATE OF MICHIGAN

G. MENNEN WILLIAMS, GOVERNOR
LEWIS BEESON, SECRETARY-EDITOR



MICHIGAN HISTORICAL COMMISSION

LANSING 13

February 4, 1957

Miss Margaret Norton
Archivist
State of Illinois
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Sometime ago I collected some comparative information on expenditures for historical publications by a selected group of states. I did not do this for Illinois, because I was aware that there was more than one agency receiving money for historical purposes, and I hesitated to make any comparison for that reason. However, our budget examiner believes that we should make some attempt to gather this information for your state, or the Legislative Committee would immediately inquire as to why Illinois was omitted. Therefore, I solicit your help.

What we are after is a general figure on the amount of public money authorized for expenditure by the legislature for historical purposes, irrespective of whether to one agency or to several. The fiscal period we are using is that from July 1, 1956, to June 30, 1957. Just what constitutes a historical purpose is a value judgement which I am sure you can make. We are also distinguishing between regular appropriations and those for special projects such as a marking program or capital outlay. Because the Michigan Historical Commission does not have a program covering historical memorials, parks, or buildings, we are not comparing with a program which does include this. However, we would like to have the information.

If possible, I would like to have you break down the total amount under the following six headings: 1. Publications 2. Museum 3. Archives 4. Marking and Restoration 5. Field Work 6. Other. If this is not practical, give me the lump sum.

Please give my best regards to Mr. DePuy. I enjoyed visiting with him last fall. I hear many good things about the progress of the National Records Management Council, and I am sure you take a lot of satisfaction in seeing the work being done. I met an acquaintance of yours, Mr. John Proctor, who is presently Civil Service Director for the city of Flint. He recalled working with you on the problem of setting up a Civil Service requirement for an archivist, and he spoke quite highly of you. With every good wish, I am

Cordially yours,

Vernon L. Beal
Vernon L. Beal
Records Administrator
VLB/LJL

P.S. I realize that this may be an imposition on you. Perhaps I should have addressed this letter to Mr. Walton. However, I have never met him and I cannot materialize into

February 11, 1957

Mr. Vernon L. Beal
Records Administrator
Michigan Historical Commission
Lansing 13, Michigan

Dear Mr. Beal:

It is impossible to give you realistic estimates on Illinois appropriation for historical purposes. Not only are several State departments involved, but the biennial appropriations are made in such a manner as to make it difficult to tell how many employees are engaged in historical duties. The appropriations are lump sums for personal services, contractual services, equipment, etc., for an entire department.

1. Publications. The Archives Division of the Illinois State Library has no publication program of its own, aside from a column called "Illinois Archival Information" in Illinois Libraries. Theoretically, one article a month appears nine months of the year, practically fewer than that are printed. Chiefly these articles relate to archival technique or archival holdings. I cannot give you any cost breakdown on this publication.

The Illinois State Historical Library started printing of early Illinois archival documents many years before the Archives Division was created. This series ran chiefly in Illinois Historical Collections. Since this publication had established a precedent, and since the Historical Library has an editorial department, it seemed unnecessary to change the policy. No archival documents have been printed by the Historical Library for a number of years, and Illinois Historical Collections appears to be suspended. It still prints the Journal of the Illinois State Historical Society and the Illinois Junior Historian.

The budget of the Illinois Historical Society for the years July 1, 1955 - June 30, 1957 is as follows:

February 11, 1957

Mr. Vernon L. Beal
Records Administrator
Michigan Historical Commission
Lansing 13, Michigan

For Personal Services	\$105,530
For Contractural Services (of which \$1,200 is for postage and postal charger)	14,800
For Travel	2,500
For Commodities	400
For Stationery, Printing, and Office Supplies	37,300
For Equipment	43,200
For Air-conditioning Lincoln Room and Adjoining Space	3,450
For Contingencies	<u>1,000</u>
	\$208,180

Printing for the Illinois State Historical Library, also for the State Library, is included in an appropriation of \$690,000 to the State Department of Finance and this covers all the State government.

2. Museum. There is no State historical museum as such. The Illinois State Historical Library maintains a Lincoln room, chiefly books and manuscripts with a scattering of museum objects.

The Adjutant General formerly had a military museum, including the John A. Logan collection, but with the exception of the Hall of Flags in the Centennial Building, this material is in storage and I don't think anyone knows just what is included. The Adjutant General pays the salary of a guard for the Hall of Flags.

The State museum has an exhibit of historical diorama.

3. The Archives Division's budget is so intermingled with that of the Illinois State Library that I cannot attempt an estimate. The Secretary of State's office, to which we belong, is now being reorganized and

February 11, 1957

Mr. Vernon L. Beal
Records Administrator
Michigan Historical Commission
Lansing 13, Michigan

the Archives will probably be set up separate from the State Library. The recent addition of the State Records Center (in the recently remodelled Old State Power Plant), the employment of four additional employees in the Records Administration Section of the Archives, and the general reorganization of the Archives under Mr. DePuy make any present budget estimates unrealistic. The staff now numbers 18 of whom 12 have professional ratings. The building maintenance staff - janitors, watchmen, elevator operators, engineers, etc., are not included in our budget, being furnished by the Superintendent of Capitol Buildings and Grounds.

The Adjutant General maintains a veterans' graves registration division. It is impossible to give any estimate as to the cost of this work which is included in the lump sum appropriation to his office.

4. By Marking and Restoration we presume you mean historical markers and historic buildings and monuments. Historical Markers are set up by the Department of Public Works and Buildings on the advice of the Illinois State Historical Society. There is no separate appropriation for this.

The State Department of Conservation receives an appropriation of \$3,310,000 for its Division of Parks and Memorials. Some of the State Parks are chiefly of historical interest such as the Old Salem State Park (a museum village). Illinois does not go in as much for historical buildings as some states. Our two most notable being the Lincoln Home at Springfield and the Grant Home at Galena. For a list of Illinois parks and memorials see the Illinois Blue Book.

5. Field Work. The State Museum is cooperating with several universities in extensive archaeological work in Illinois and has published a great deal on the subject. Here again, the appropriation acts do not itemize expenditures. The total budget for the State Museum is \$422,300. Probably not more than 5 to 10% is spent on its archaeological projects.

February 11, 1957

Mr. Vernon L. Beal
Records Administrator
Michigan Historical Commission
Lansing 13, Michigan

Neither the Archives nor the Historical Library is at present doing anything which would fall under the heading "field work." The Historical Library has its Junior Historian work and, of course, goes after manuscripts which come to its attention but I don't think it has any field agent as such.

The Archives Division has not had a field agent since the War, but Mr. DePuy is anxious for us to get back into the county field. Here again, there will be no separate budget.

I am sorry to give such unsatisfactory information about expenditures for historical purposes in Illinois. The truth is that no one knows what they are spending.

Mr. DePuy took over the active administration of the Archives on January first, but requested me to attempt to answer your letter. I am staying on until some time between April first and July first to do a research project looking towards bringing our history of State departments down to date. Our State Records Survey project has been completed and our new Records Administration will preserve the benefits of the Survey. I predict great advancement for the Illinois Archives under Mr. DePuy.

Sincerely,

MCW:loq

MARGARET C. NORTON

STATE OF MICHIGAN

G. MENNEN WILLIAMS, GOVERNOR
LEWIS BEESON, SECRETARY-EDITOR



MICHIGAN HISTORICAL COMMISSION

LANSING 13

March 7, 1957

Miss Margaret Norton
Archivist
State of Illinois
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

Thanks ever so much for your good letter of February 11. You can see from the attached verifax copy of my results what I was trying to do. Obviously, my findings are not for publication, because you are as well aware as I that no estimate can be accurate.

The way I arrived at the \$329,000 figure for Illinois was to take the appropriation of \$208,108 for the Society, add \$4,000 for a guard for the Hall of Flags, a guess at \$64,800 for Archives personnel salary, \$42,000 for archaeology, based on 10% of the State Museum budget, \$10,000 for printing, and come up with the figure.

In some of the other states, I was able to be more accurate, but my main interest was to be honest and conservative. Michigan's appropriation is low enough by comparison.

Good Luck to you on your research project. Can I see a sample of one or two of your State Department histories?

Thank you very kindly.

Cordially,

Vernon L. Beal

Vernon L. Beal
Records Administrator

COMPARATIVE EXPENDITURES FOR HISTORICAL PURPOSES OF A SELECTED GROUP OF STATES FOR THE FISCAL YEAR JULY 1, 1956 - JUNE 30, 1957.

<u>STATE</u>	<u>PER CAPITA 1954 EST. POP.</u>	<u>TOTAL</u>
a. Illinois	\$.035	\$329,000.00
b. Indiana	.049	209,000.00
c. Minnesota	.06	185,000.00
d. Ohio	.05	431,000.00
e. Pennsylvania	.053	594,500.00
f. Wisconsin	.12	403,115.00
g. Georgia	.036	130,000.00
h. Michigan	.014	95,000.00

a. Miss Margaret Norton, retiring Archivist of Illinois, writes that "no one knows what they are spending. The total here is based on appropriation to state historical society plus conservative guess on expenses of personnel only of archives staff, one Hall of Flags guard, and \$10,000 printing cost for quarterly journal. Could not estimate amount spent for parks and memorials - it is some vague percentage of a \$3,310,000.00 appropriation to the Conservation Department. \$200,000, plus archival staff, plus other estimates based on above."

b. Does not include \$62,750.00 of private funds.

c. Does not include \$5,000 marking program.

d. Does include \$277,800 state memorials.

e. Does include \$256,710 state memorials.

f. The highest figure.

g. Does not include \$100,000.00 for marking program.

h. Does not include \$25,000.00 for marking program.

January 31, 1957

Mr. T. R. Shellenberg
The National Archives
Washington 25, D. C.

Dear Mr. Shellenberg:

Lee DePuy and I were very glad to receive the syllabus of your course on Archives. I've given a good deal of thought to it, but haven't come up with anything practical. If I may be brutally frank, I am afraid the course is a bit over the heads of many of the students. Yet the Illinois people who have taken the course (Lee DePuy, Ted Cassady, and Emma Scheffler) certainly were soundly grounded on archival principles. I have talked with others who have taken the course who I felt didn't find out what it was all about. For what they are worth, I have made some comments on separate sheets.

You will be interested to know that Lee DePuy took over the active administration of the Illinois archives under the new title of Archivist and Records Administrator on January first. I am staying on for from two to five months in an advisory capacity and to do some specialized work.

The National Records Management Council under the superb guidance of Thornton Mitchell, project director, has just completed our records management survey. The importance of continuing that work, the legislative changes affecting the archives (58 bills introduced yesterday to do away with obsolete records provisions in the law), the necessity for making certain policy decisions immediately and other reasons made me request Lee to take over sooner than we had planned. Lee has also the idea that I can "taper off", but I am afraid that is too unnatural for me. However, I feel five

- 2 -

January 31, 1957

Mr. T. R. Shellenberg
The National Archives
Washington 25, D. C.

years younger already with the burden of responsibility lifted. I enjoy watching some one else wrestling over the problems I use to worry about. I think I am going to enjoy retirement.

Sincerely,

Archivist

GENERAL SERVICES ADMINISTRATION



National Archives and Records Service

Washington 25, D. C.

February 25, 1957

Miss Margaret C. Norton
Archivist
Illinois State Library
Springfield, Illinois

Dear Miss Norton:

I am very grateful to you for your letter of January 31st with its comments on my course on archival principles and techniques. I greatly appreciate the careful attention that you gave to the material that I sent you which I am developing for the course. I am inclined to agree with you that most archival courses given in our country to date have concerned themselves almost exclusively with general principles and techniques and very little with practical work of arranging and describing and servicing archives. I believe, however, that the courses that have been given by Dr. Fosner at American University have laid a sound basis for archival work in this country, and that the archival profession owes Dr. Fosner a great deal for the tremendous amount of work that he did in developing his courses. I know that in the National Archives a knowledge of sound principles is absolutely essential to effective work in the stacks, and that without such a knowledge arrangement and description projects are undertaken which are basically wrong in their approach.

I hope that eventually the archival profession will develop the same detailed literature about its principles and methodology that the library profession has. I regard my book on Modern Archives as a general statement on principles and techniques that should be supplemented by a great deal of detailed literature pertaining to such matters as finding aid work both in archival institutions and manuscript repositories. In reviewing the literature on the handling of historical manuscripts I am appalled by what I find. Much work is being done, it seems to me, that is wasteful and unproductive, partly because the principles and techniques that should be followed in dealing with historical manuscripts have been derived from library practices that are unsuited to materials with which a manuscript curator is concerned.

I should take exception to one point made in your comments on my course on archives. I have never at any time used the term "describable items" because I frankly don't like the term at all. It has its origins, I believe, in Mr. Sherrod East.

I know that you are looking forward to your retirement, and I too am fast reaching an age when I would be quite willing to see someone else

Miss Margaret C. Norton

wrestle with the problems of defining the methodology of our profession.
I should be frank, though, with you in saying I am disappointed that
some people are not "wrestling."

Very sincerely

A handwritten signature in dark ink, appearing to read 'T. R. Schellenberg'. The signature is fluid and cursive, with the first letters of the first and last names being capitalized and prominent.

T. R. Schellenberg
Assistant Archivist of the United States
The National Archives

SOCIETY OF AMERICAN ARCHIVISTS

SECRETARY DOLORES C. RENZE

COUNCIL CORRESPONDENCE REGARDING ARCHIVES "OPPORTUNITIES" BROCHURE
1958

(THIS FILE IS FROM THE SOCIETY OF AMERICAN
ARCHIVISTS' ARCHIVES WHICH ARE LOCATED AT THE
UNIVERSITY OF WISCONSIN ARCHIVES, MADISON -
RECORD SERIES 200/3/3/3 - Box 4, FILE 19.)

October 25, 1958

Dear Dolores:

It is very flattering to have been selected by the Council to do the brochure on archives. However, I feel I must decline. Partly this is because of laziness, partly because of what I hope is a temporary psychosis against archives. I feel somewhat like an engineer who retires praised extravagantly because of his dyke which has staunchly withstood many floods, only to see it crumble completely after a minor freshet. He'll either wear himself down trying to figure out how much was due to fundamental engineering weaknesses in his own construction; or he will react by walking off and saying, "I never want to see or hear of another levee." I'm afraid I am temporarily in the latter frame of mind. After all, there is nothing I can do now. Ted Cassady is an able administrator, seems to have the loyalty of the staff and the confidence of his superiors; he is no scholar and not as imaginative a creator as I could wish, but he is getting things on an even keel again and I think will do all right. Lee is back in his own home state and I think one always fits in better in a familiar environment; apparently he has an opportunity for constructive work along a program he will be allowed to lay down for himself.

The above considerations wouldn't weight too heavily with me if I thought I could do a satisfactory job. I wouldn't do well because my heart would not be in it. Over the years I have been called upon to counsel many would be archivists. Few showed any aptitude for archival work--they wanted to write history but they didn't want to teach. That's like advising a person who likes to read to become a librarian. (That happened to me--I soon learned I had neither aptitude nor liking for library work). I tell applicants, "Librarians say, 'The librarian who reads is lost; with us it should be 'The archivist who does research is lost.'" (Cappon to the contrary.) When I did find a person who would fit in I was never in a position to take him onto my own staff and usually advised him to go into the broader field of historical society work and watch for an opportunity to break into archives. It's too much like advising the would be dentist to take his M.D. first (with all the opportunities that would open up), then become a dentist by taking a four weeks institute. (Actually, isn't that what archivists do--~~an~~ Ph.D. in History, then the summer course? To be sure, there is a full course offered at American University, but I never heard of anyone taking the degree there and getting an archival job, did you?)

Furthermore, the type of person who would make a successful archivist could make more money doing something else. Coming right down to it, aren't the archivists you know working chiefly for love, or else aren't they a trifle on the mediocre side?

I don't feel that the archival profession has "jelled" enough for us to be justified in a recruitment program. We have never really come to grips about what an archivist really should be, and especially about the relationship between archives and records management. I think the two things can be coordinated, but that coordination was a colossal flop here, and I don't

think that was all Lee's fault by any manner of means. (The politicians latched onto the spectacular phases, and as one staff member put it, "Sold the archives down the river.") There are many kinds of archivists--church, university, business archives, manuscript curators who think they are archivists, but the real opportunities seem to fall into the field of government archives, and the matter of relationship between records managers and archivists is crucial there, no person at the level this brochure is directed to is going to be able to tackle that immediately.

We archivists have not agreed on the background training or technical training for archivists. Because most of us, especially the older ones, came into archives via history, we have tended to emphasize the historical Ph.D. I don't think it is entirely due to deficiencies of archivists that historians aren't using our archives much. My own feeling is that what we need is training in methods of research, and that at present the historical methodology training seems most satisfactory. Actually, the assistant with the most aptitude for archives I ever had was a Ph.D. in agriculture. Alas, my plans to train him as my successor fell by the wayside when he, a German with suspected Nazi sympathies, lost his job juring the war. I hope now the fellowship matter is settled, the Committee will take up the matter of standards for various levels of archival work. You know my feelings there. A good recruitment brochure should obviously have sections on the following lines:

- (1) The different fields of archival work, with job opportunities in each.
- (2) Aptitude. (I would say the greatest qualification there is a logical mind and a strong sense of order). The importance of learning to work with people, particularly politicians, and to make them not only accept but like your ideas. (I used to go round and round with the present Secretary of State, and we got along just fine--I've heard him say publicly more than once, "I was afraid of that records survey, but Miss Norton made me go thru with it, and now I see it was, as she predicted, the best program my office ever sponsored." But poor Lee--if he returned to say the day was hot, the Secretary "blew his top."
- (3) Job opportunities. We have no right to urge people to go into a profession such as ours unless we can promise them jobs when they complete their training, and salaries somewhat better than they could get in allied fields requiring less training.

*Just
say this
to
Council*

This is a long and rambling letter not intended for circulation. Perhaps you can merely tell the Council that I am unwilling to undertake the brochure because I feel the Society should come to greater agreement on such questions as what constitutes the archives field; the relationship between records management and archives; professional standards and training requirements for various types of archival agencies and grades for the various types of archival assistants; and that under present conditions of archival opportunities and salaries we should go slow on recruitment, even though we realize we are in a vicious circle when we lack trained and experienced people for available jobs, and that the lack of job opportunities deters promising men from preparing for archival work.

I am interested in the proposal to divorce your archives from the Historical Society and I am glad they feel there should be a separation. Let me give you a warning, however, to go slowly on that. I think one of Lee's greatest mistakes here was to push so hard in getting away from the State Library that

he alienated the support I had had from librarians all over the state, and he did that without building up another entrenched group support elsewhere. To be sure, that library support, statewide, never seemed to be much more than amiable acquiescence in our existence and support of the Assistant State Librarian in getting appropriations (for which we paid, to be sure, by occasional restrictions on what we wanted). But when he seemed to go out of his way to express his contempt for trying to run an archives like a library (which actually no assistant state librarian ever attempted), it was a case of the woman scorned. Play up the point that without the Archives the Historical Society can do more things without the burden of the Archives and how the Archives can, as an outside institution, help the Society, and above all, how much you appreciate all they have done to help you, and how you will love them until death do you part. But I don't need to tell you that--you're a good politician or you wouldn't have accomplished what you have. (After all, what is so evil about a politician--he works hard at an honorable trade.)

We are already working on plans for the 1960 convention. We hope we get it, since Phil seems to have bowed out gracefully.

Affectionately,

(Signed) Margaret

Brochures being returned under separate cover.

School of Education of Columbia under the Devegister
ruin the educational system of the County during
the past twenty-five years? This has been another
great victory for the Socialists or Marxists or
Communists, which ever we chose to call them.
Harvard with its own ultra-liberalism and
"Parlor-Pinkies" is hardly in a position to point
a finger or call names.

This was not intended as the subject of my
message to you this week, but as you raise
several interesting and important subjects I am
going to answer them. My survey work
at Bethlehem is finished; now I am laboring
on the report. Should finish it this next week.

I did not know of the new services being offered
by NAREMCO, can you tell me more about them
or loan me a copy of the literature. Was
certainly sorry to learn from your previous note
that Thornton Mitchell is out.

The news of Virginia Lake is amusing; apparently
she worked hard at Salt Lake City. You
should be quite pleased that Gus did not
consult you about her. There is very little
professionalism about Gus. What surprises me
is that he has been able to sell himself
in Illinois; he doesn't have that much to
offer.

I noted that you are getting a reprinting of
your excellent brochure. After re-reading it
I find there is nothing regarding the Treasurer
which needs to be changed.

(over)

Now about Margaret's letter. Some of the things she says are good and others are our particular brand of eye-wash. You recognize that I am friendly with her, but that I never worshipped at her feet, because I long ago found them to be of clay. Your idea to use as a report the paragraph on page 2 of her letter is excellent. That is a direct quote from her and for the present is all that Council needs to know. Meanwhile you and Mary (next Dec.) and I should think out whether this is going to be good for the Society, the State Archivists or are we trying to follow a good thing which State & Local Hist. did. Remember that is the way you and I worked out the Fellows; then we sold the package. If we decide it is a good thing, let's sell it during Mary's administration rather than let Alvin do it with Wayne's approval. We can use Margaret's letter as a basis of discussion and go on from there. As I see it though, our first step is to definitely decide whether we want it, need it and can justify it. The whole idea sounded very good as you presented it in the previous Council meeting. Let's both take another look at it and report back to each other.

Charlie Hughes has asked me to come to Phila. in Nov. 1946 as Clem Sykesia can be there then. I plan to go but will not say much as you will be

MUTILATED PAGE

along a month later to settle the details with him. Your letter to him was a good one as I ~~saw~~ saw Morris Mellenis, Director of Hist. Soc. Penna, for a few minutes a couple of weeks ago and he was frightened at the fun entertainment Charlie was planning. May, aren't we the busy people!

The Society of American Archivists

Sunday Night
November 9, 1958

VERY CONFIDENTIAL

Dear Dolores:

I have held the copy of your letter from Margaret Norton, with your note sent me under date of October 30th, until I had time to read, re-read many times, and digest her comments. Hence the delay. Since this letter is so very confidential, and has only been read by the "CDG" threesome, I am making a carbon copy of my comments for Leon. I am so glad you have shared Margaret's letter with me, and I am sure Leon is glad also.

Dolores, you hit the nail on the head. So much of what Margaret says is the truth to the point it is embarrassing. Much of what she says we have indeed said ourselves. On the other hand, I wonder if Margaret really feels she is capable of doing the brochure? I came very near saying to you at Salt Lake that I wasn't sure in my own mind that Margaret could do the job, and that I bet she would refuse. Something told me to keep quiet, however. She states in the second paragraph^{her} letter that she is not sure she could do a satisfactory job. She gives ~~these~~ reasons - laziness, temporary psychosis against archives, and her heart would not be in it. Are these the real reasons? Much of the weaknesses of Illinois archives has come out since Margaret retired. She herself is still wondering how much of what has happened and is happening is due or was due to fundamental engineering weaknesses in her own construction. Now please don't get me wrong. I know no archivist would have ever stood over the years what she has. She has suffered many many hardships, and deserves great credit. I do think, though, she had certain weaknesses as an archivist. How much was due to her own making, and how much was due to things entirely beyond her control, none of us will perhaps ever know. When one becomes a State Archivist and is the administrator of an archives department, he must know how to be a good administrator, and give others on the staff some responsibility. You must know how to select people and surround yourself with those you can teach to be good archivists. You look for aptitude, of course. I agree with Margaret in that the greatest qualification to becoming a good archivist is a logical mind and a strong sense of order, working with your associates, the public in general, and the politicians. Familiar environment is important, but there are a few exceptions there, provided one starts young enough. I do know from accidental hints dropped by Emma Scheffler and Ted Cassady that Margaret did too many details, and wouldn't let people help her. Illinois Archives was Margaret's life and love. You can kill all the incentive of your staff people, also their imagination, by not giving them enough responsibility. No matter what background a person has, they must be given responsibility. We learn only from experiences. Life is trial and error. Margaret had no one in training who could succeed her, or be of great help to a big outside person, had the politicians gone after a top professional archivist. As a rule our state politicians want to

give their top jobs to their own natives. It is so true of Georgia anyway. I'll never kid myself on that score for my job, and is why I have selected my assistant with such care. If Carroll Hart lives, keeps her health, etc. she can within the next ten years become a good archivist. I am training her with great care, taking every precaution not to kill her imagination, yet using great psychology in supervision, and little by little giving her a little more responsibility though not too fast. You grow into things slowly. This is not answering your question, however. It is only a background to say Margaret did too much of the work herself, and attended to so many little details until she overlooked and failed on the bigger aspects, which kept her from being a top administrator. Very few archivists have the ability to be good archivists and top archival administrators at the same time. I don't really feel Margaret thinks deep down within her heart that she can do a professional job on the brochure. That is the whole thing in a nut shell. I may be wrong, and forgive me if I have been unfair and unjust in my judgment.

I believe much of Margaret's letter will have to rest with the three of us, with the exception of Oliver Holmes. I believe Oliver, as president, would appreciate your sharing the letter with him, and feel sure he will hold all in confidence. I don't like to think of anything being withheld from the President, since this comes up during his regime. Now Leon may be of a different opinion. I perhaps would be inclined to take Leon's advice on whether to abstract sections for Oliver, or let him have the whole letter. Leon will have the man's point of view, which is always important and valuable.

My reaction as to what to convey to council is "that Margaret has written she must decline to do the brochure," and read the next to last paragraph on p. 2, where she tells you "Perhaps you can merely tell the Council that I am unwilling to undertake the brochure because I feel the Society should come to great agreement on such questions as what constitutes the archives field, etc." Margaret also makes other interesting remarks which could be made public because we all agree and have said so many times ourselves. References to Ill. situation should be withheld.

I like very much the advice Margaret gave you about divorcing your Archives from Colorado Historical Society. You do want them to feel you will always love them, and want their support. However, you are a smart politician yourself, and already know the pros and cons. We never want to loose any support in public office - we want to be constantly gaining additional support, and offering more and more services to all fields of endeavor, particularly our state government people. We State archivists all know where we get our appropriations. They are the people we want to see and use our services.

Although I doubt that I have been of any help to you in making a big decision, I do appreciate deeply your sharing Margaret Norton's letter with me. It is a masterpiece, and she speaks with great experience from the Illinois angle, which has been her life's experience. She has food for thought for our SAA also. I think we all know we have a long way to go before the Archives profession jells to maturity.

You will be interested in the enclosed clipping from today's Atlanta paper. Colorado take a bow! I agree with Atlanta's attorney. Denver's capitol center is among the nation's most beautiful.

My love to you, and with sincere and deep appreciation for your confidence and friendship,

Yours,

Mary Bryan

*Please this
memo to be
to be copied + the secretary
to be confidential
Confidential
Signed Mary Bryan*

The Society of American Archivists

November 21, 1958

MEMORANDUM:

To : Dolores

From : Leon

Thank you for sending me the marked copy of your 1958-59 revision of the Brochure. It looks very good and it is well to have it brought up-to-date, as you have done so ably.

This reminds me of our correspondence about the proposed Brochure for recruitment. Clem Silvestro rode back to Wilmington with me and I had a good chance to talk to him. He receives big stacks of mail from young A.B.'s who think they want to be historians but have had no experience. His problem is what to tell them. This leads me to say again that I think we should go easy on this subject.

LdeV-mb



1 Report

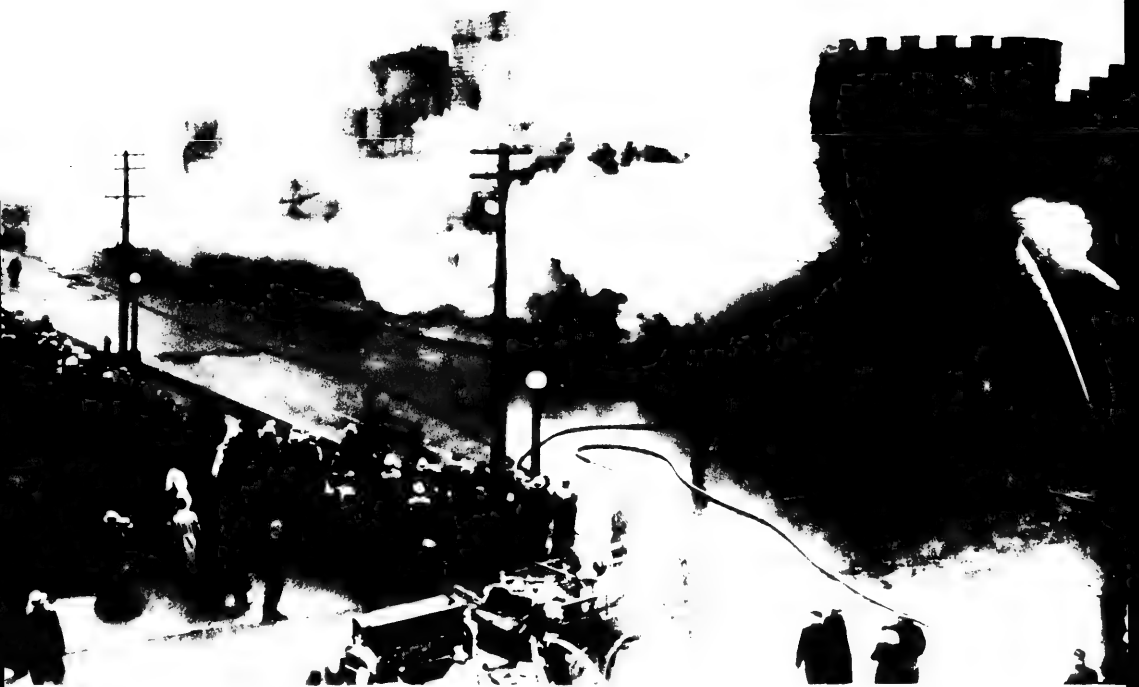
incl. Mary Nutter's comment

ILLINOIS ARCHIVES DEPARTMENT IN THE CENTENNIAL BUILDING, CA. 1930;
ILLINOIS STATE ARSENAL BUILDING FIRE, FEBRUARY 8, 1934;
ILLINOIS STATE ARCHIVES BUILDING GROUND BREAKING CEREMONY, MARCH 1936





Workroom and offices of the Illinois Archives Department in the Centennial Building prior to the construction of the Illinois State Archives Building - ca. 1930



Great Wall of China - Beijing, 1900



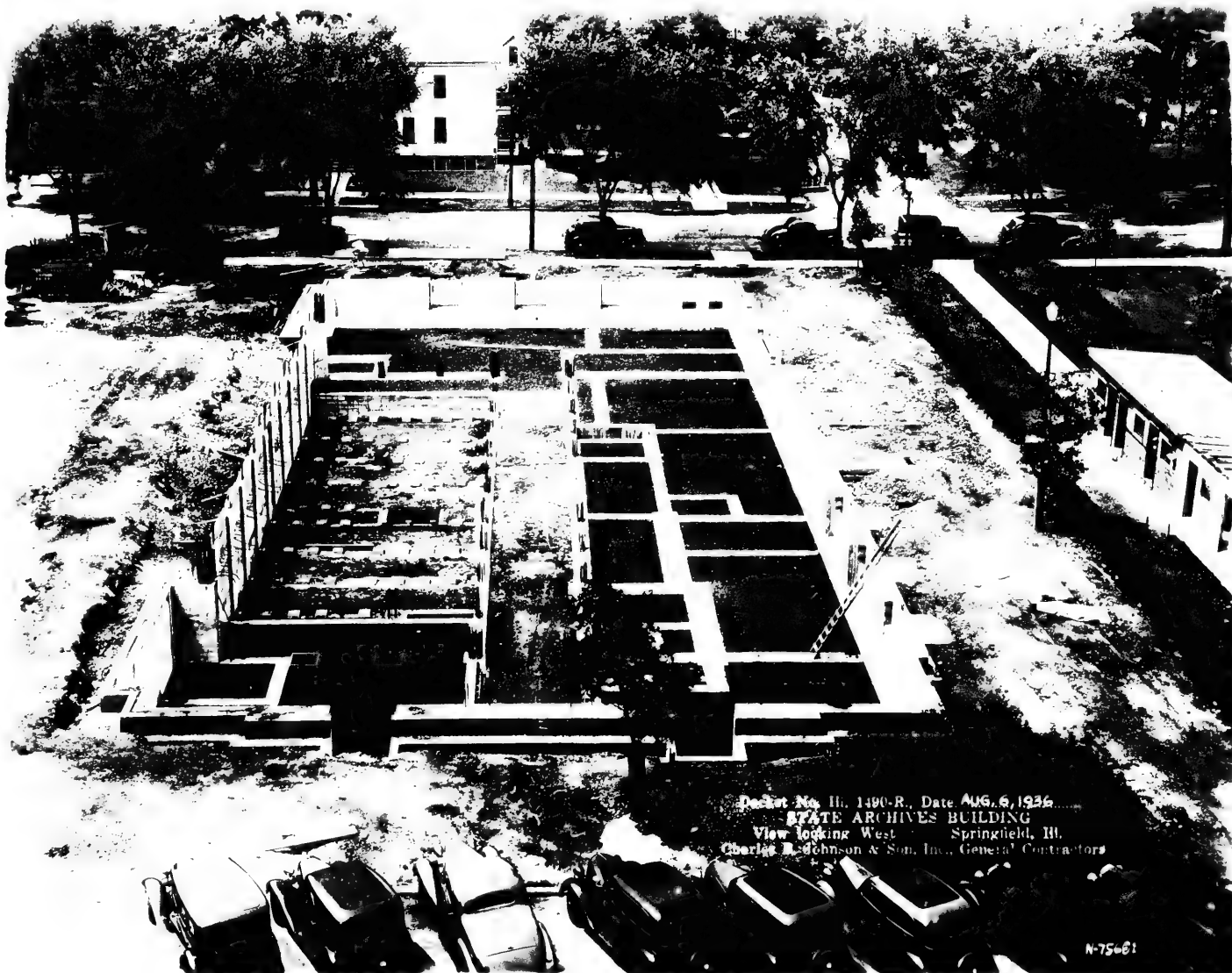
Illinois State Archives Building Ground Breaking Ceremony with Governor Horner - March 1936

ARCHIVES BUILDING CONSTRUCTION, 1936-1937



No. 1490-R, Date June 11, 1936
STATE ARCHIVES BUILDING
View looking West. Springfield, Ill.

N-75342



Docket No. Ill. 1490-R, Date AUG. 6, 1936.....
STATE ARCHIVES BUILDING
View looking West Springfield, Ill.
Charles A. Johnson & Son, Inc., General Contractors

N-75-61

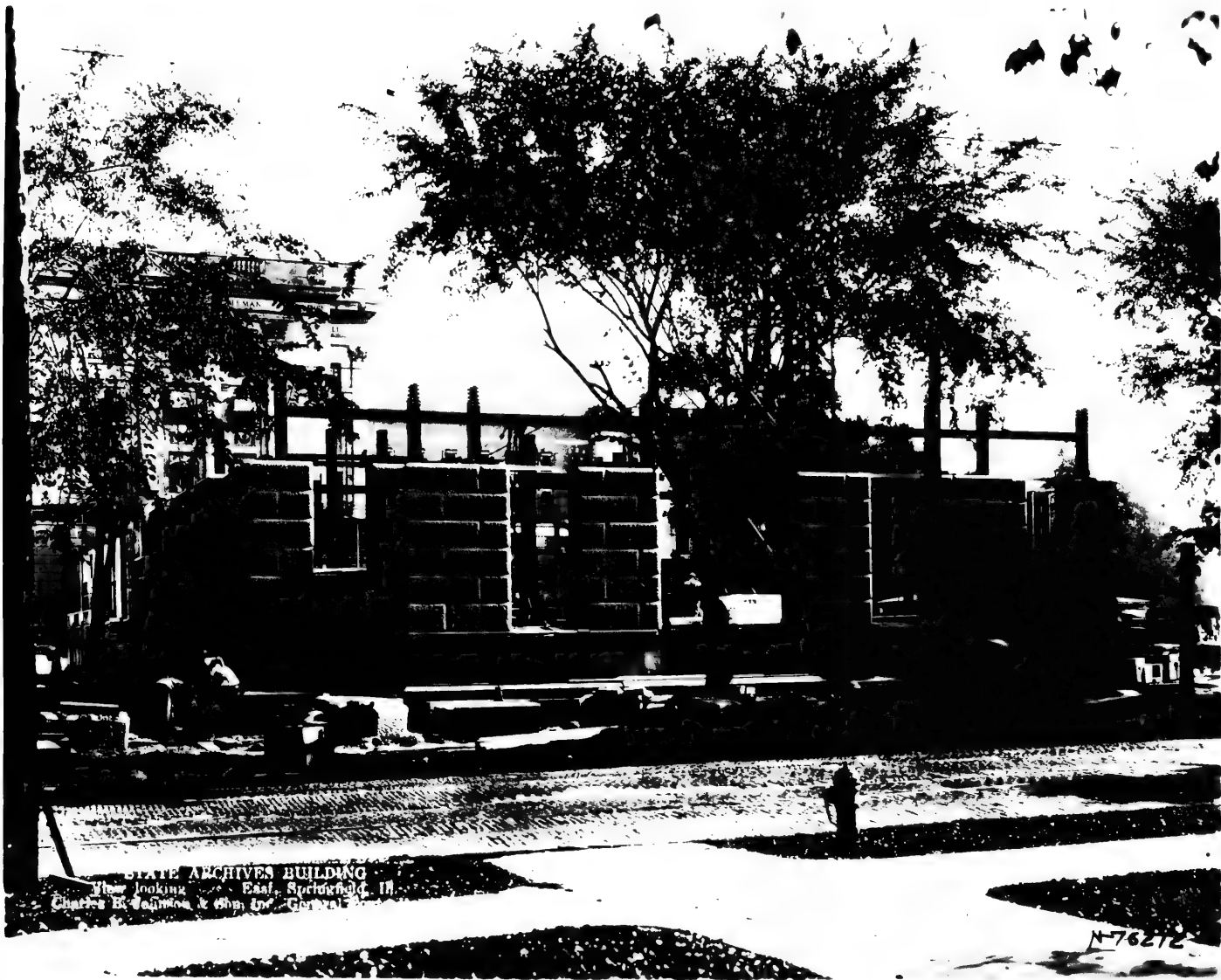
Illinois State Archives Building During Construction - August 6, 1936



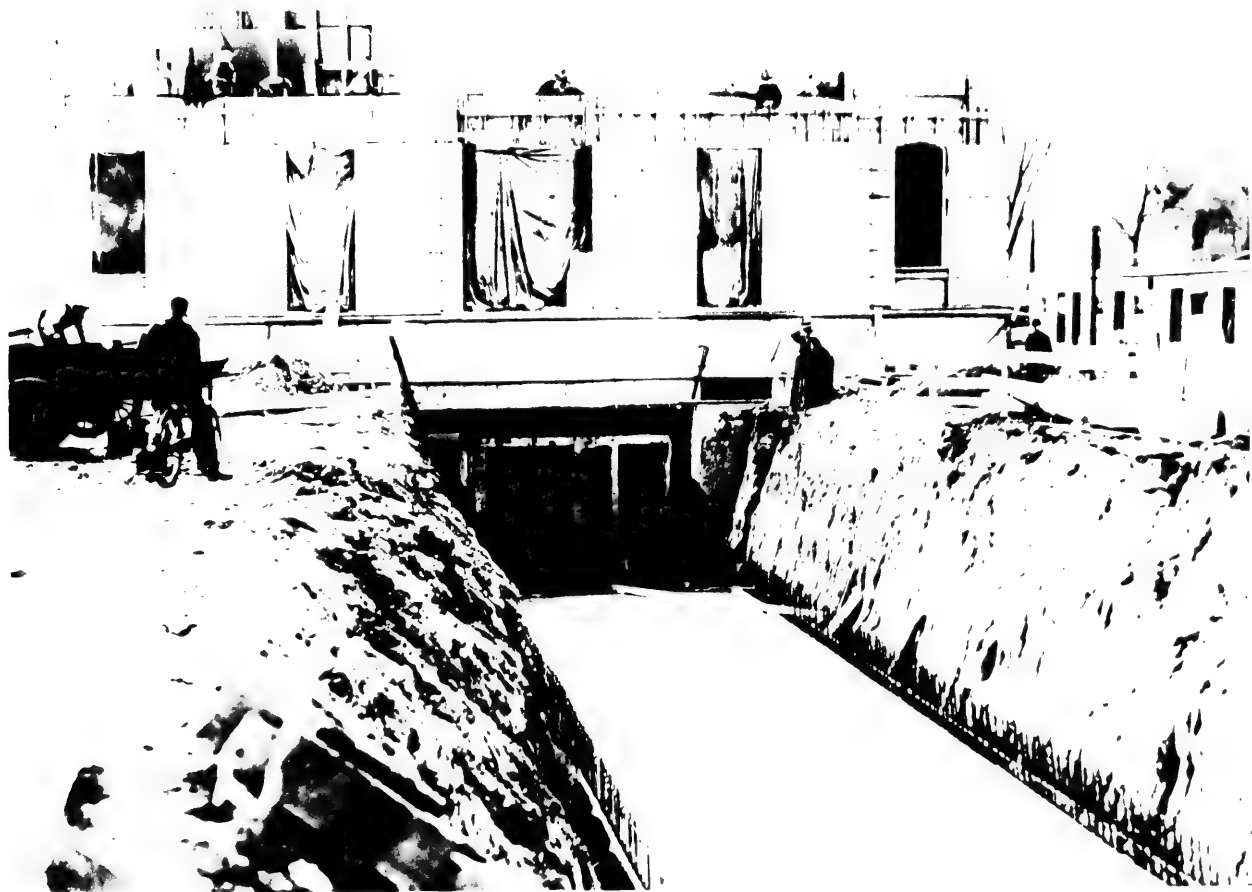
Illinois State Archives Building During Construction - August 20, 1936



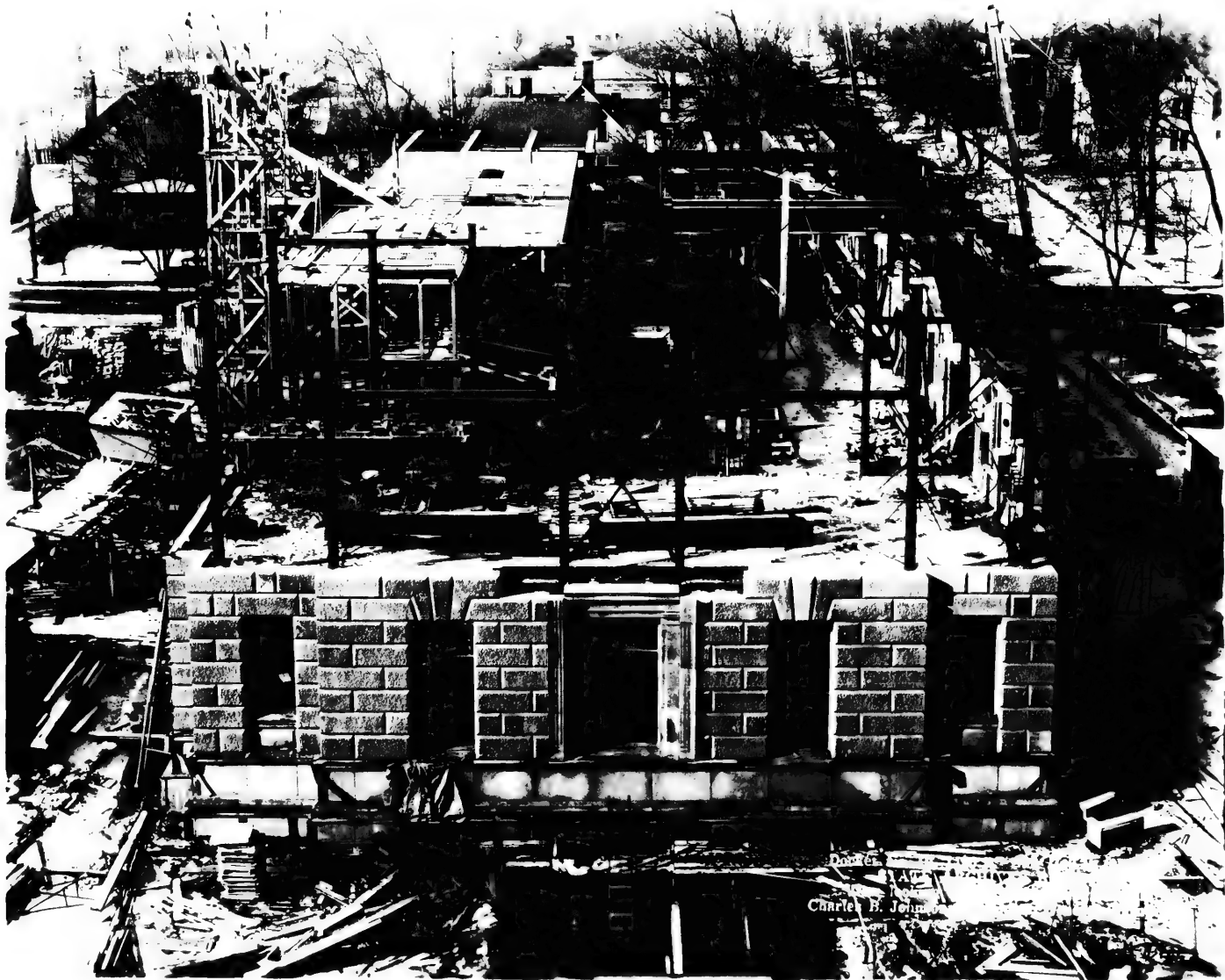
Illinois State Archives Building During Construction - September 3, 1936



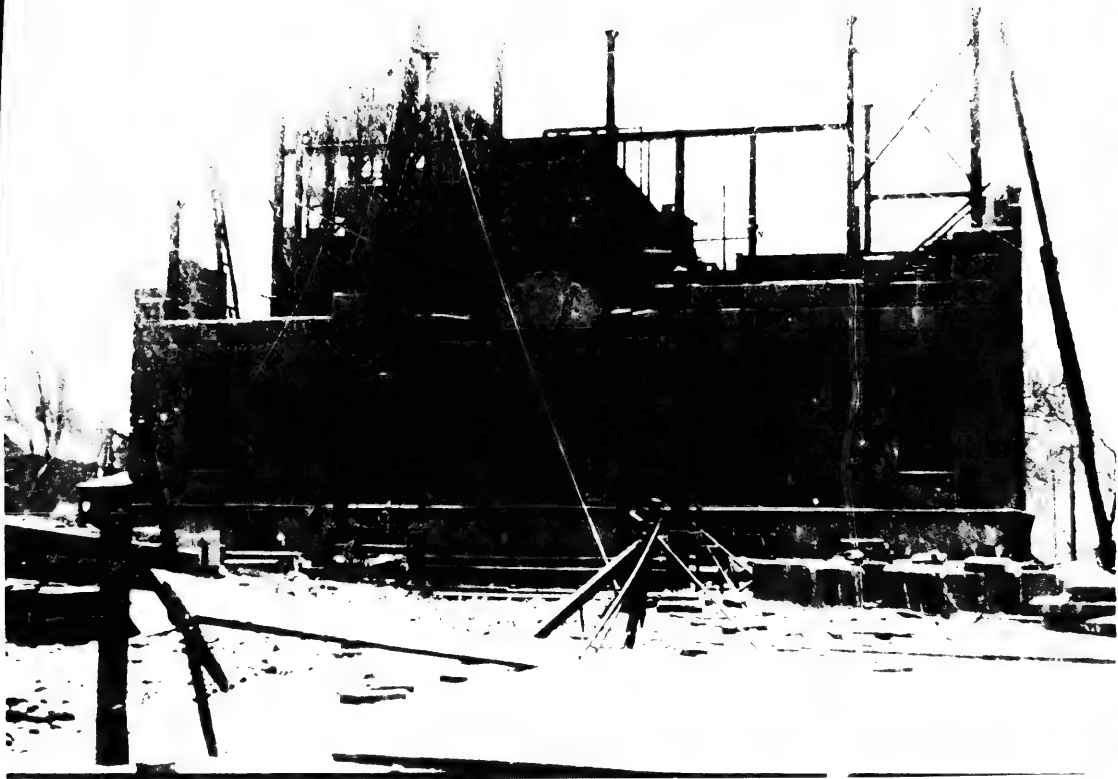
Illinois State Archives Building During Construction - October 15, 1936



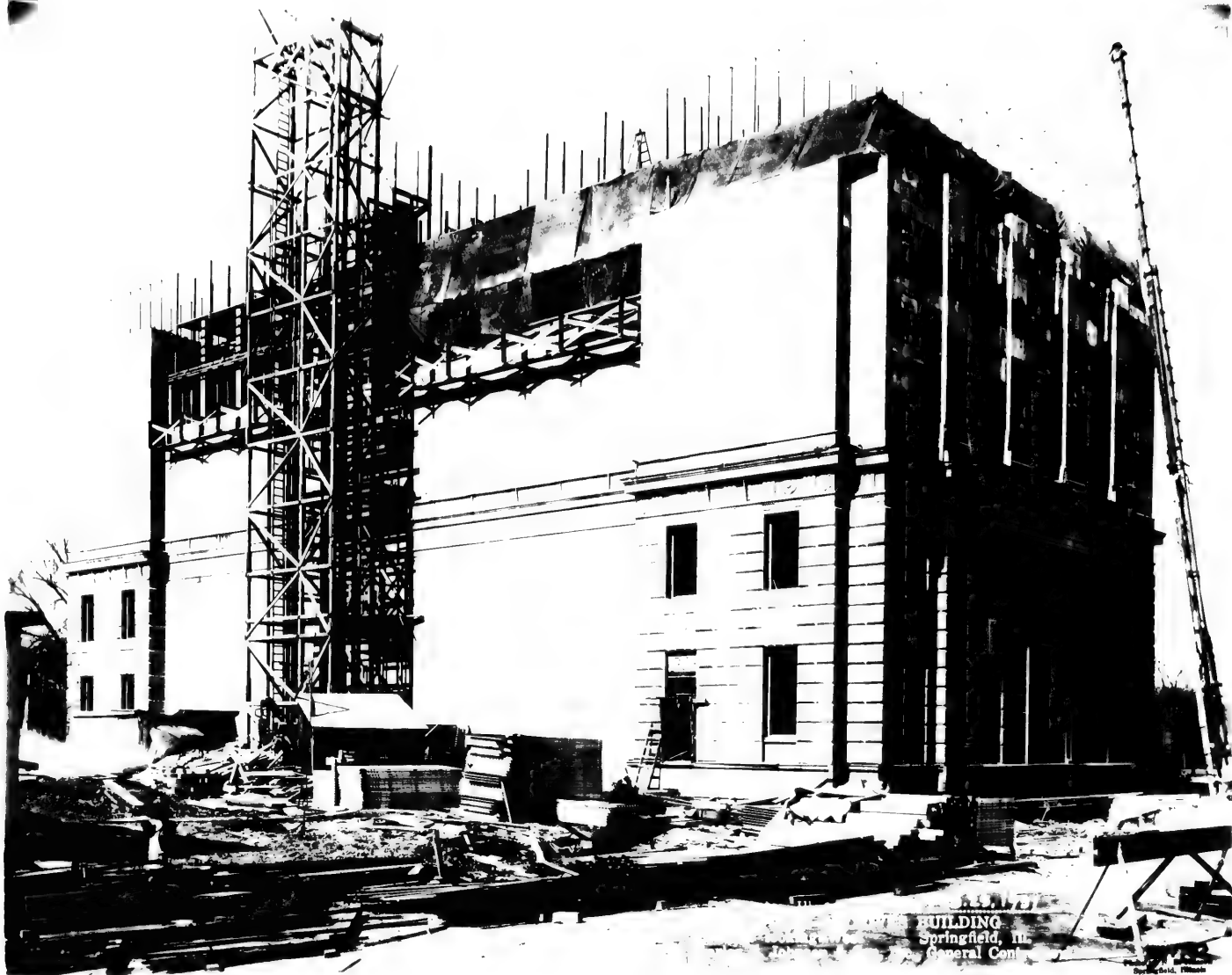
Illinois State Archives Building During Construction - ca. October 1936



Illinois State Archives Building During Construction - November 27, 1936



Illinois State Archives Building During Construction - November 28, 1936



Illinois State Archives Building During Construction - February 25, 1937



Docket No. Ill. 1490-R, Date 4/8/37
STATE ARCHIVES BUILDING
View looking West Springfield, Ill.
Charles B. Johnson & Son, Inc., General Contractors

N70131

Photo by W. B. Jones
Springfield, Illinois

Illinois State Archives Building During Construction - April 8, 1937

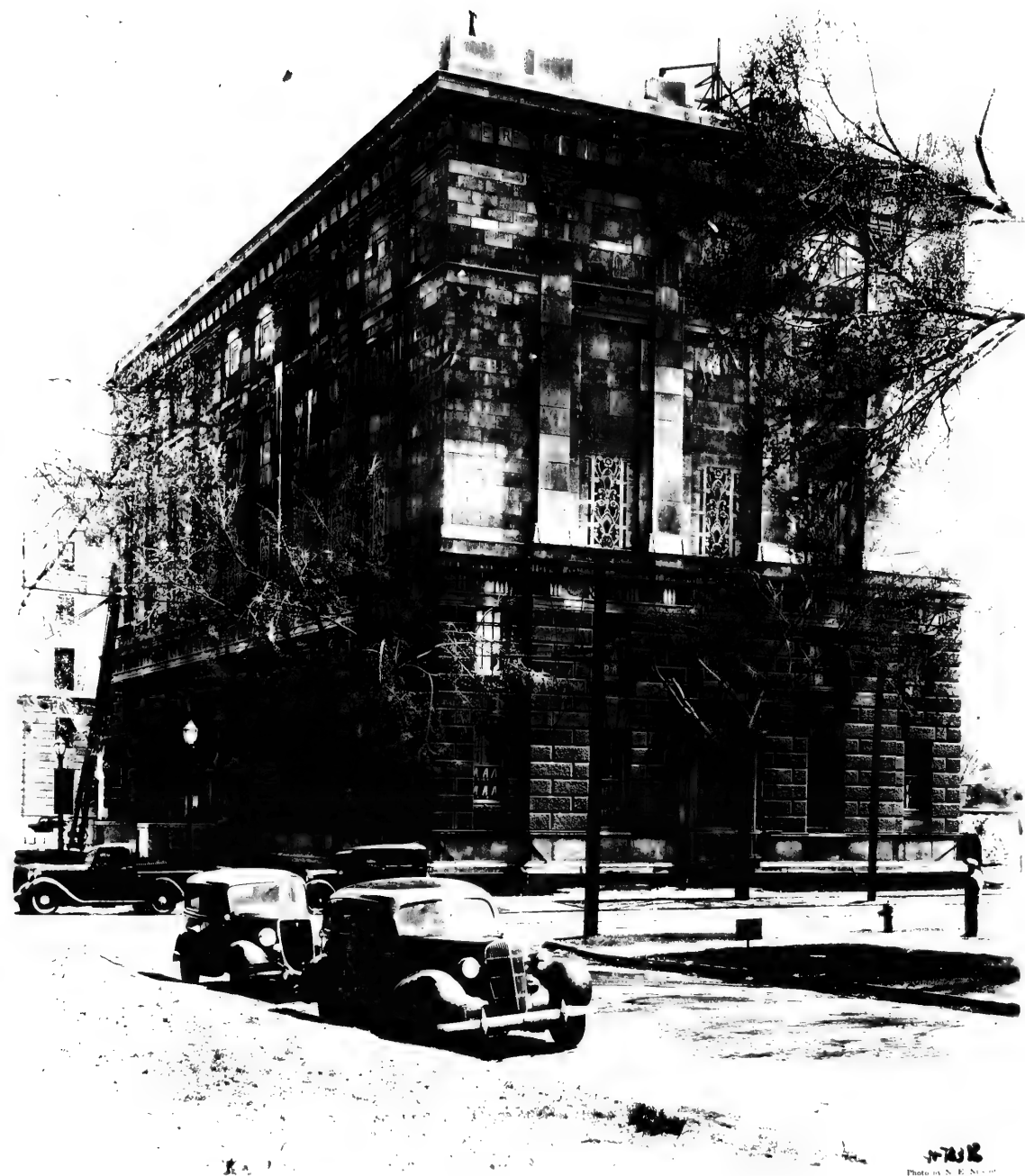
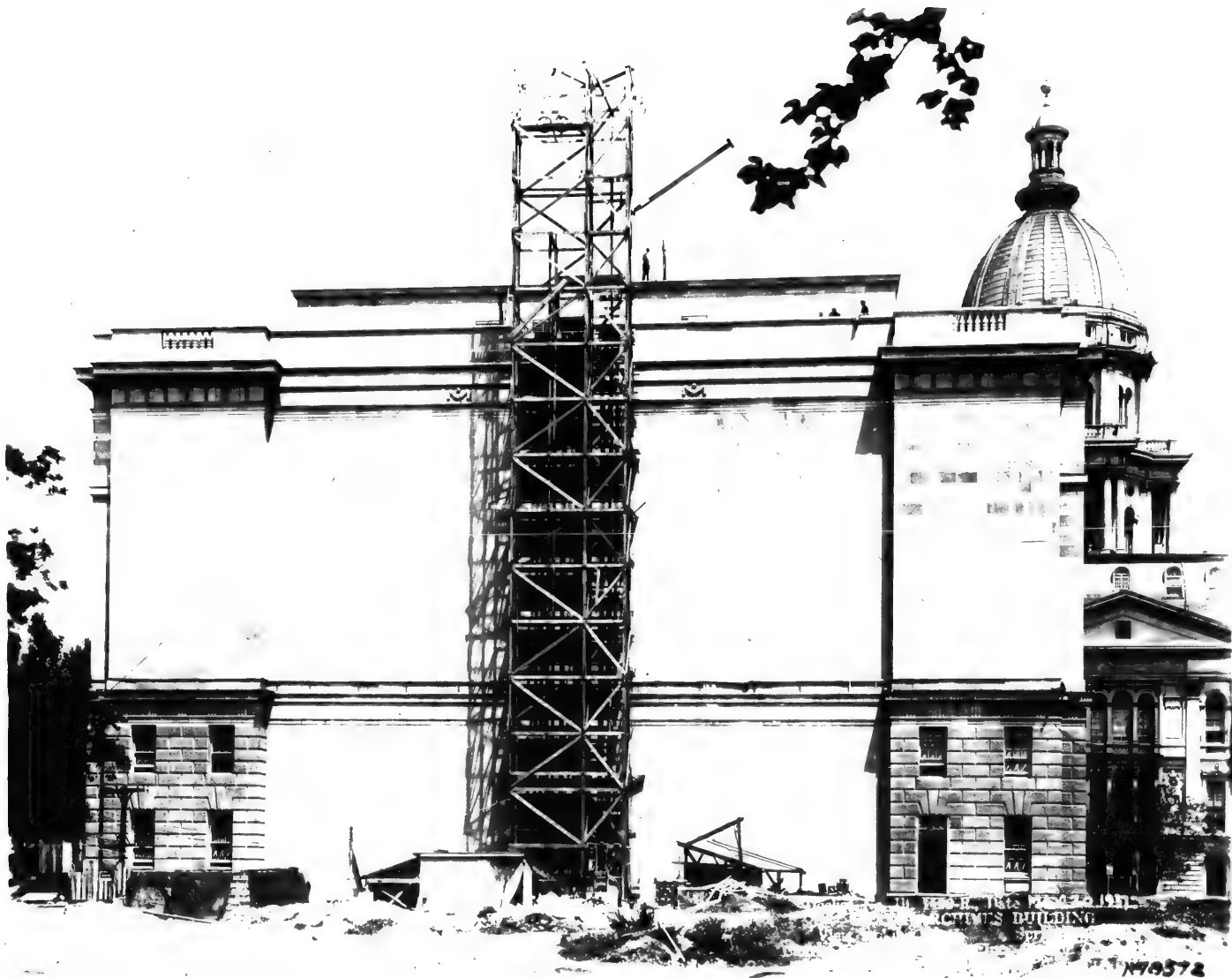


Photo by S. E. N. Co.
Springfield, Illinois

Illinois State Archives Building During Construction - April 22, 1937



Illinois State Archives Building During Construction - May 20, 1937



Docket No. Ill. 1490-R. Date JUNE 30 1937
STATE ARCHIVES BUILDING
View looking South Springfield, Ill.
Charles B. Johnson & Son, Inc., General Contractors



Illinois State Archives Building - June 30, 1937

ARCHIVES BUILDING GROUNDS, 1938; 1953; 1954



Illinois State Archives Building - 1938



Illinois State Archives Building - ca. October 1953



Southeast View of the State Capitol Grounds from the Supreme Court Building - 1953
Left Front-Centennial Building, Left Rear-Archives Building, Right-Southeast Corner
of Capitol Building



View from Roof of the Illinois State Archives Building - September 17, 1954

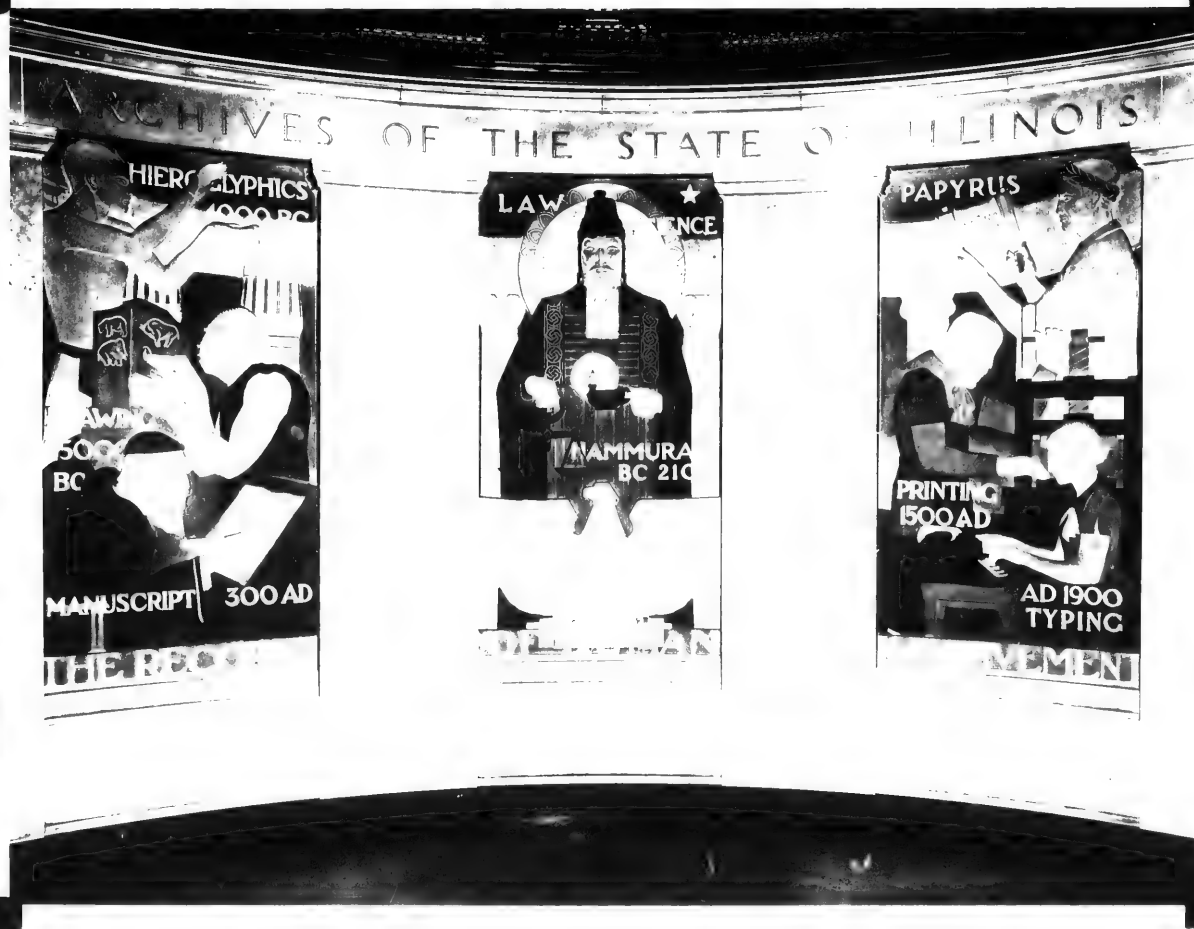
ARCHIVES BUILDING INTERIOR, 1939-1954



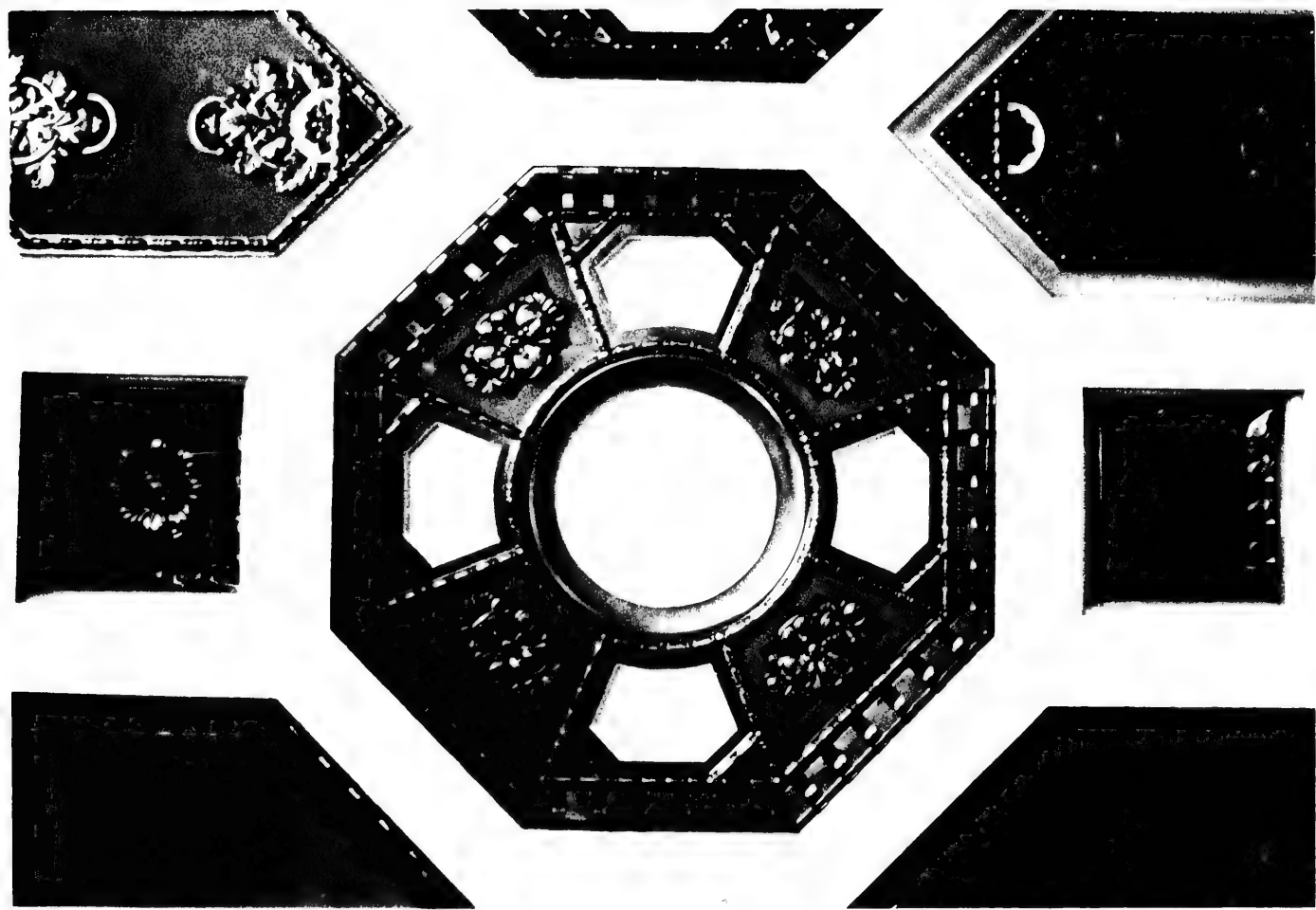
Illinois State Archives Building Lobby - 1939



Illinois State Archives Building Lobby - 1964



Murals located in the Illinois State Archives Lobby - 1954



Ceiling in the lobby of the Illinois State Archives Building - n.d.



Bronze Doors of Main Elevator in the Illinois State Archives
Building - n.d.



Illinois State Archives Museum Room - ca. 1949



Illinois State Archives Museum Room - 1956



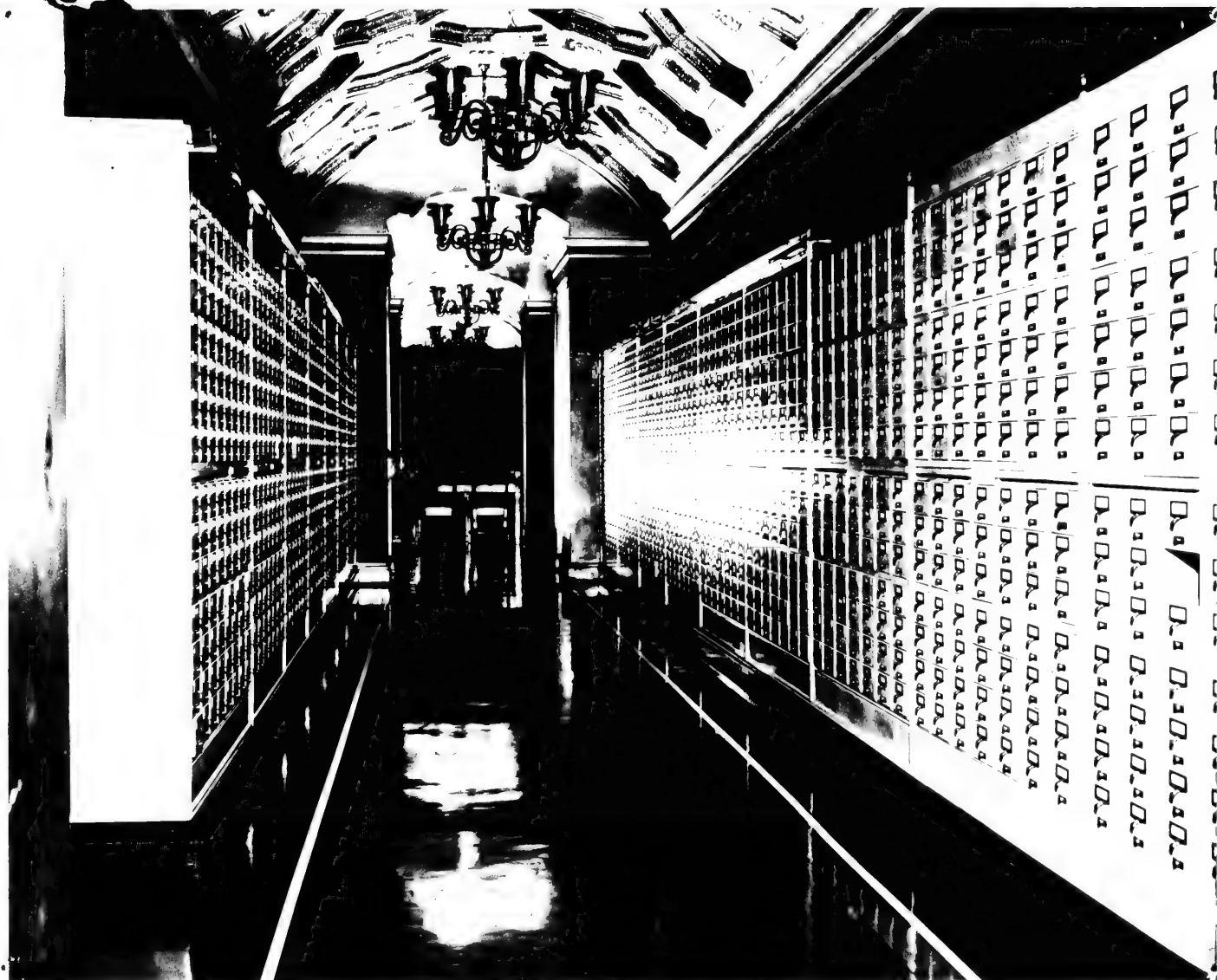
Illinois State Archives Museum Room - 1956



Reference Room - ca. 1940's
Florence McFadden (desk), Mary Winterbauer (standing), Ernest East (left), Emma Scheffler (center),
Dorothy Bailey (right), Alvin Rountree (back to camera), and Jean Warren (front center)



Reference Room - September 1953
George Anderson, Division of Waterways



Card Catalog Aisle - n.d.



Card Catalog Aisle - n.d.



Card Catalog Aisle - n.d.



Conference Room - 1939



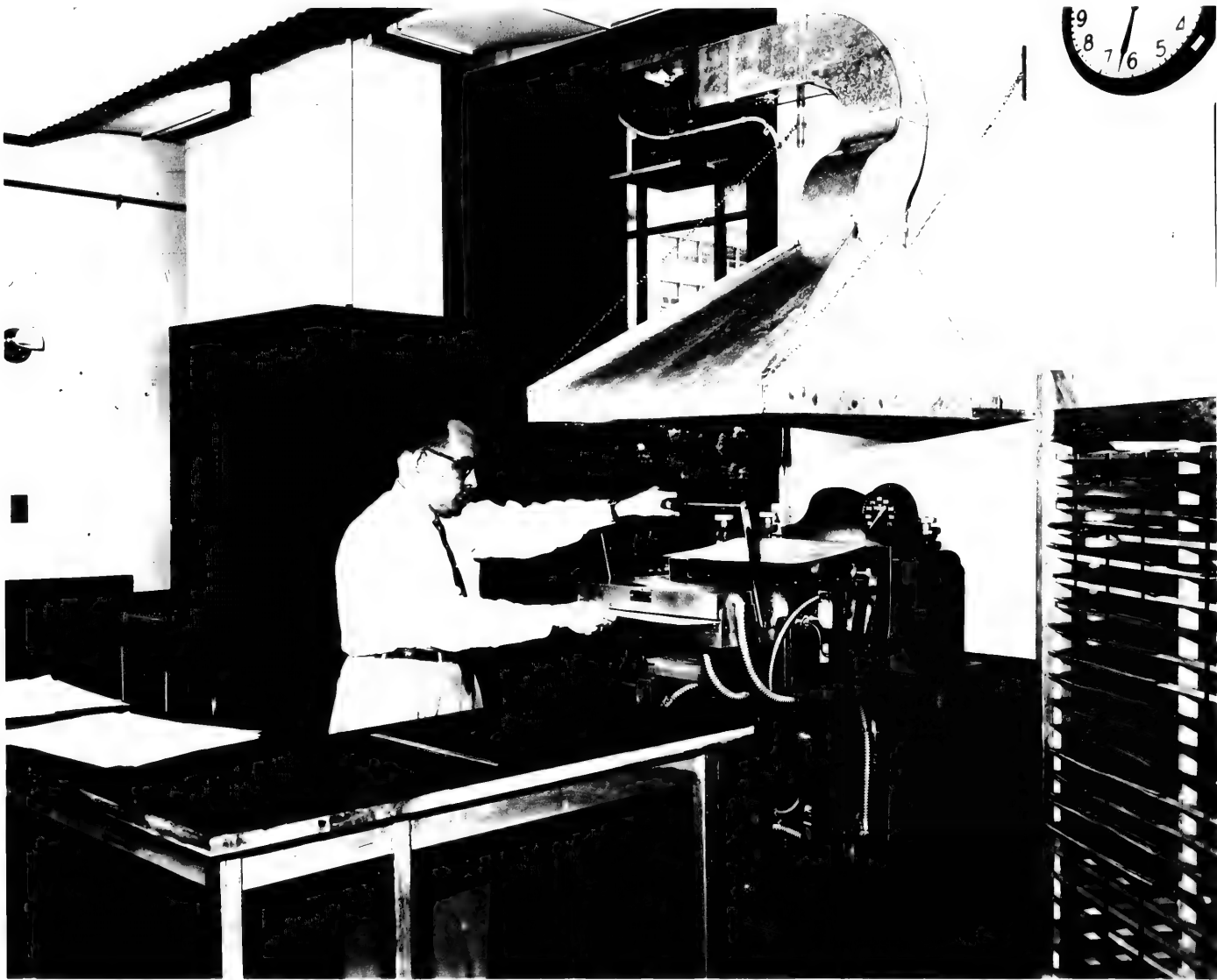
Conference Room - ca. 1950



Conference Room - 1954



Restoration Lab - n.d.

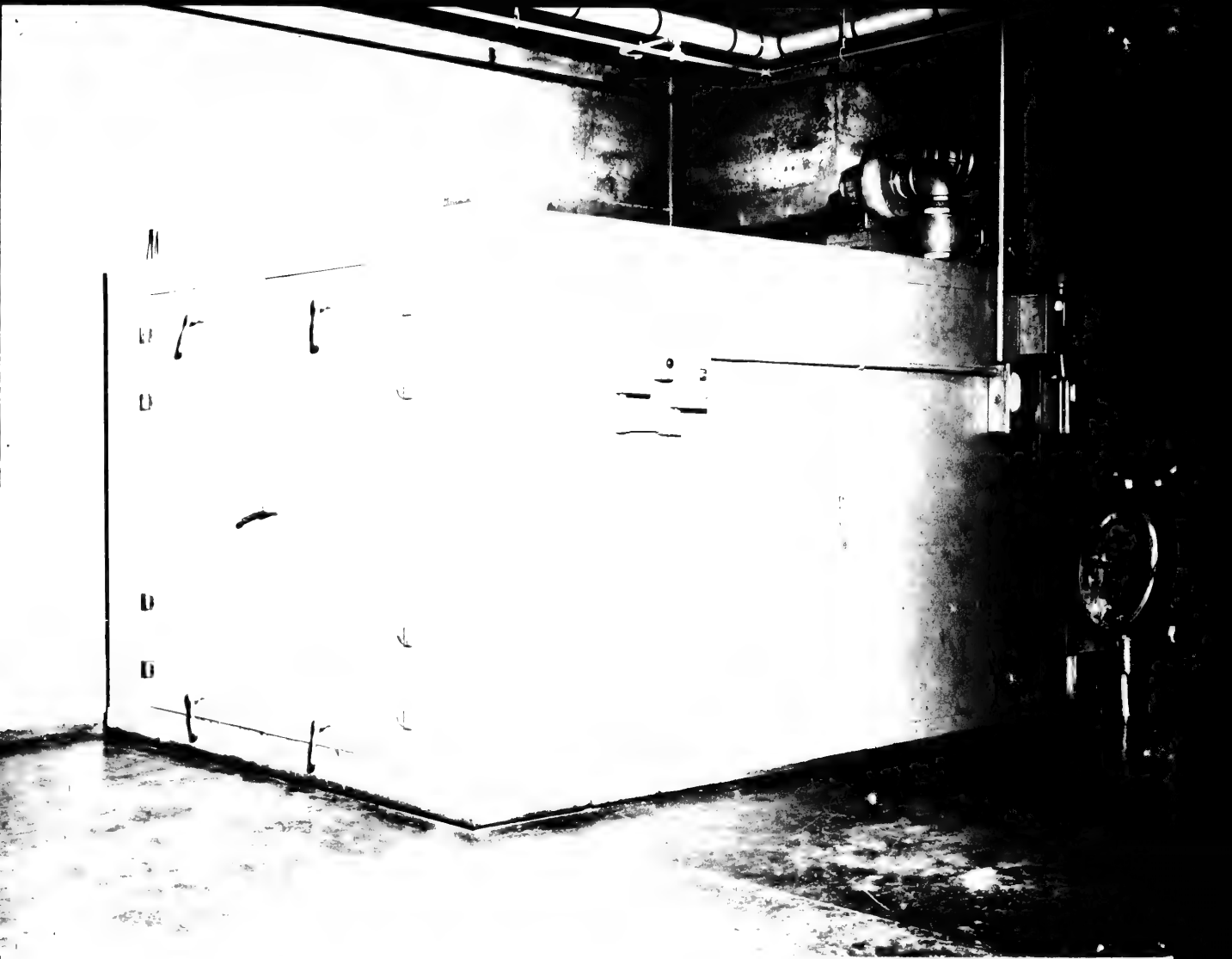


Barrow Laminator, Restoration Lab - n.d.

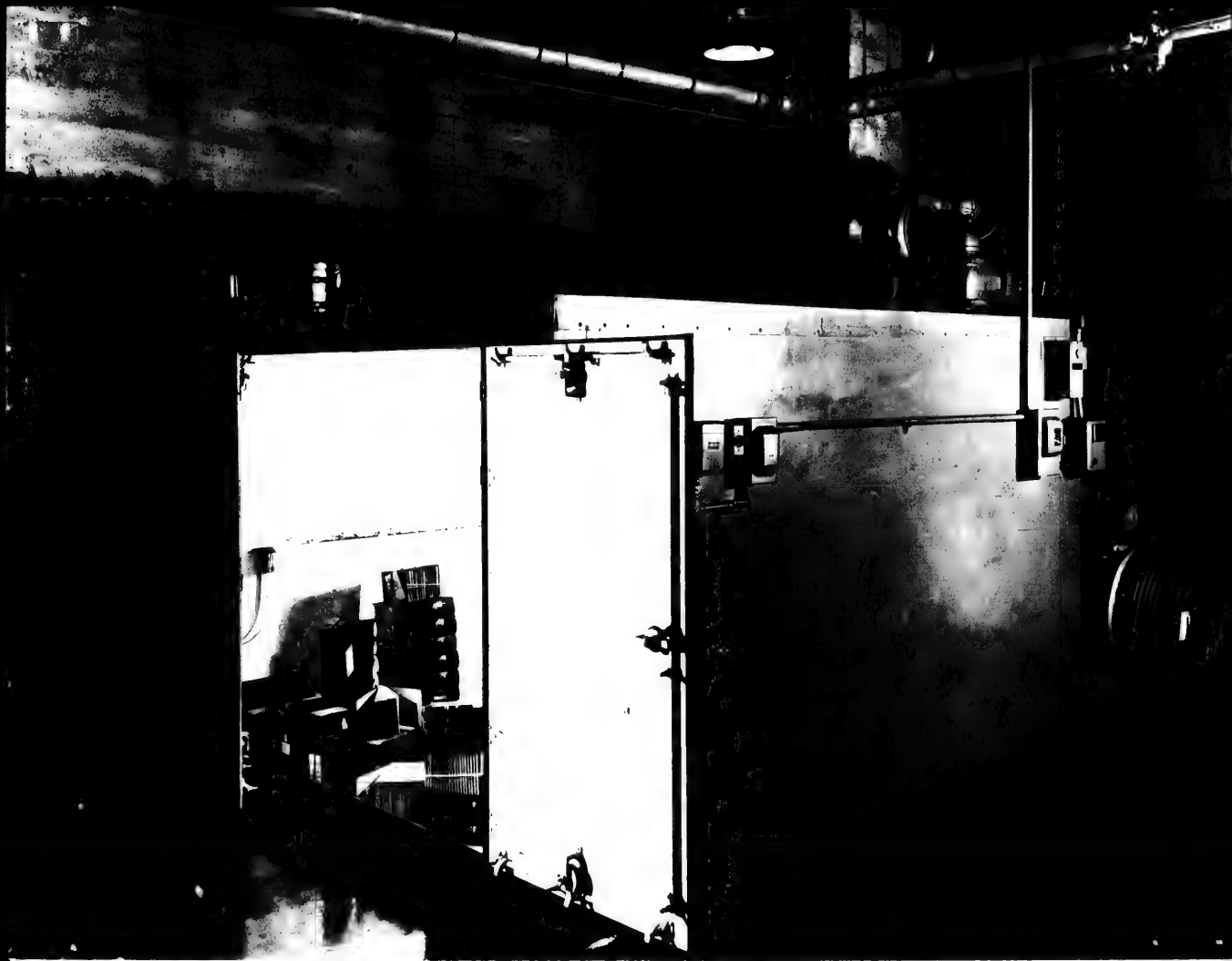


Microfilm lab - n.d.





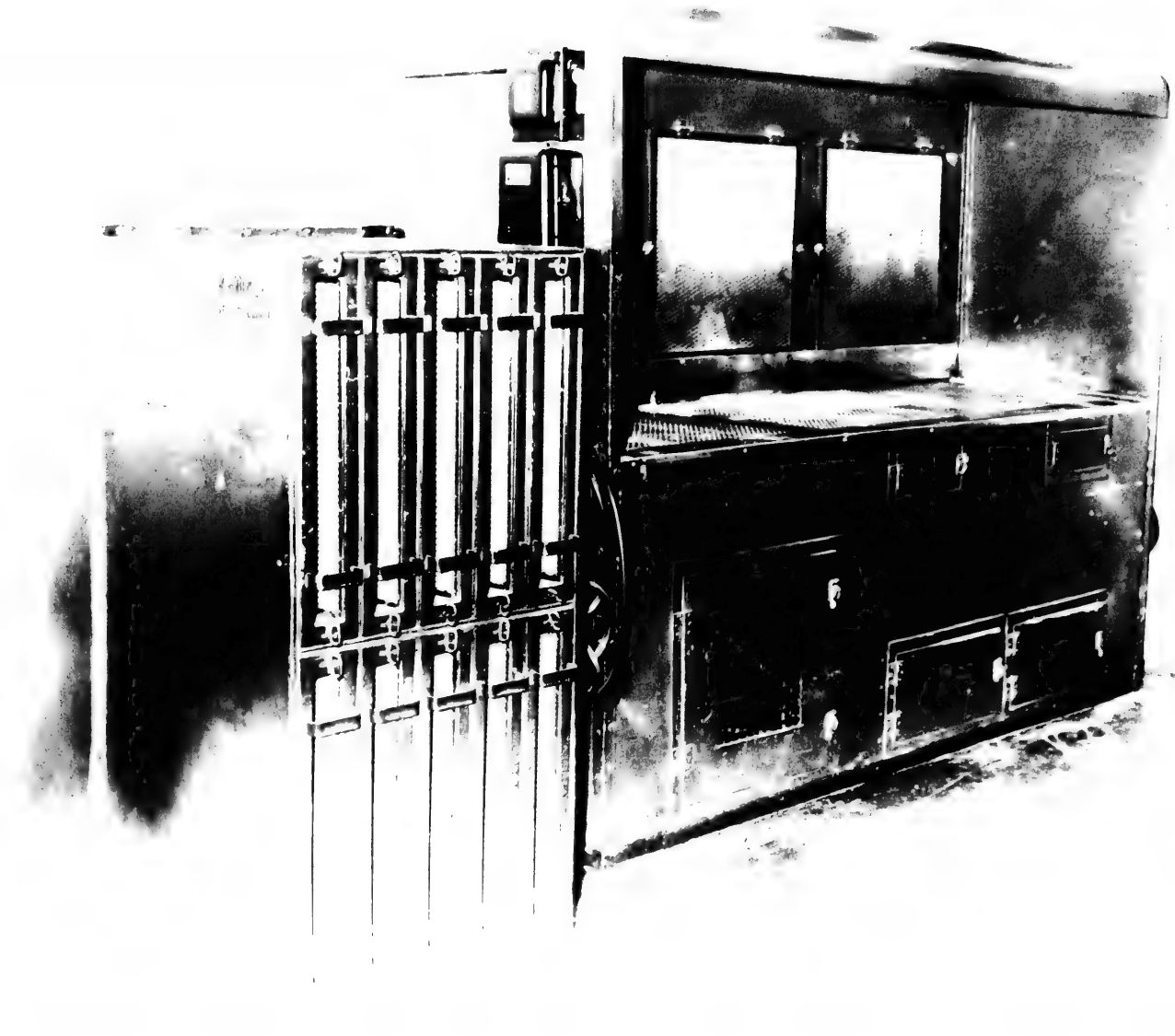
Fumigator - n.d.



Fumigator - n.d.



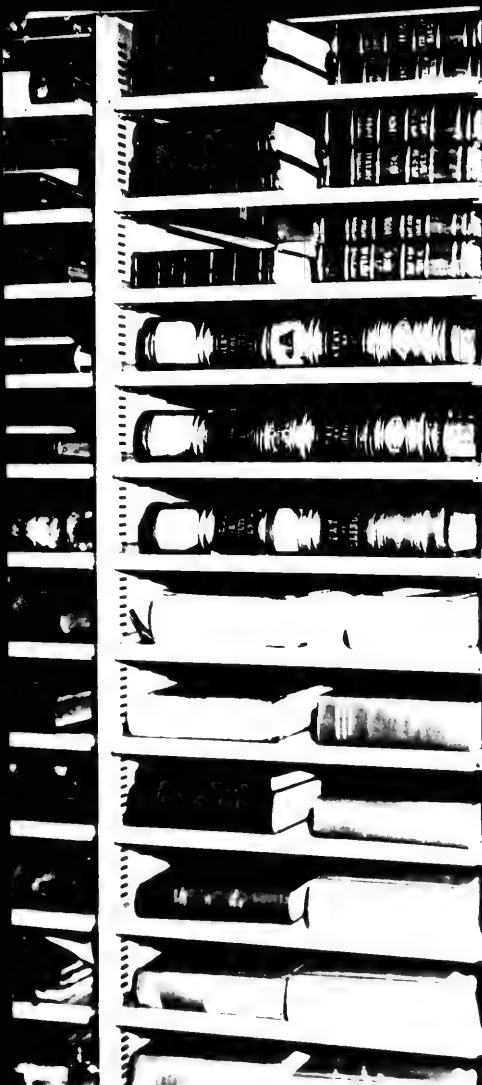
Fumigator - n.d.



Surface Dirt Removal Unit - n.d.



Special Vault - n.d.



Third Level of Archives Stacks - n.d.



File Cabinets - n.1.



Departmental Vault - ca. 1954



Departmental Vault - ca. 1954

OUT OF TOWN VISITORS, 1945-1957



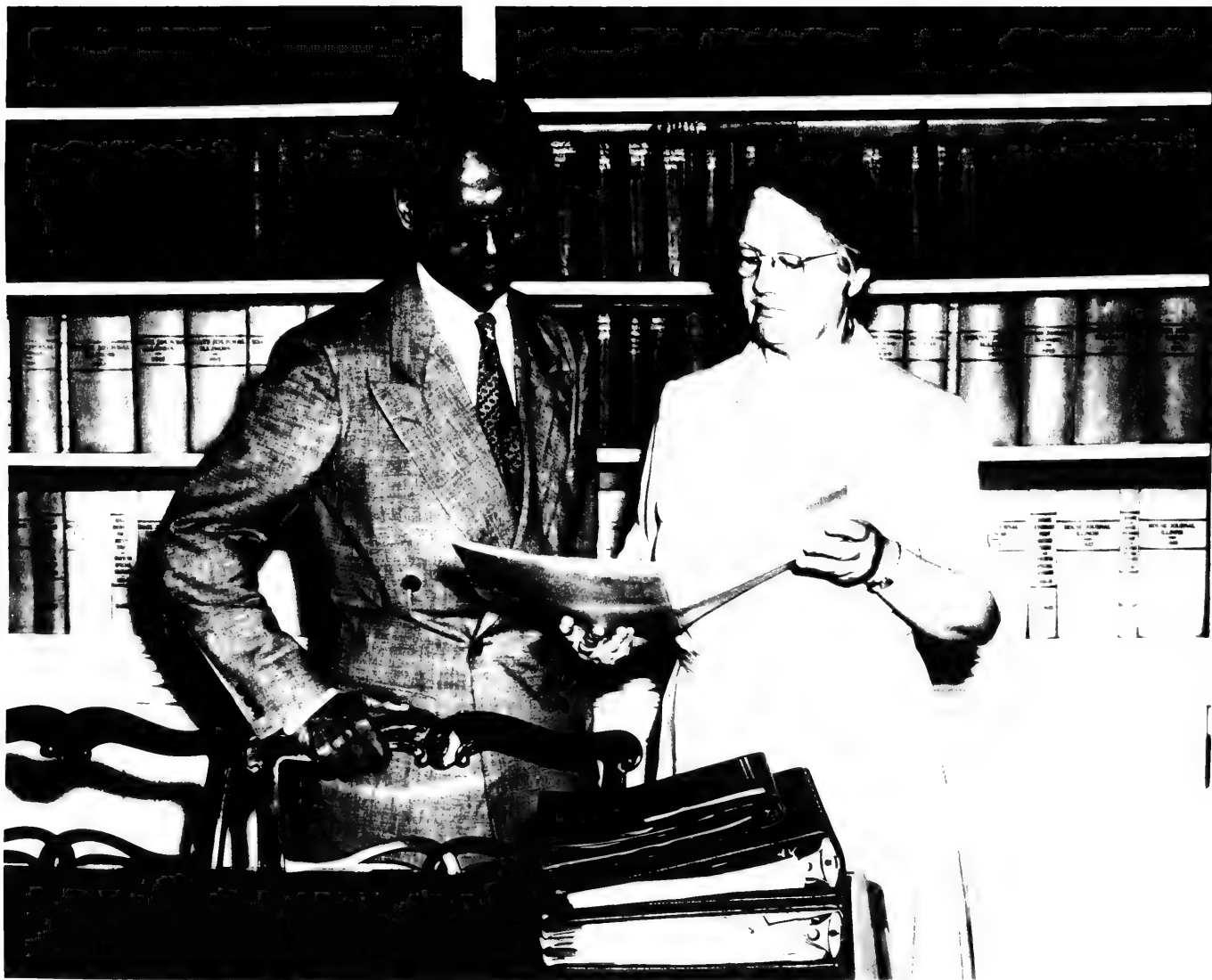
Margaret Norton with Elizabeth Hall, Australian Commonwealth National Library - November 1945



Margaret Norton Conducts a Tour of the Microfilm Lab for the Senior Class of the Illinois Library School - March 20, 1947



Delmar F. Robb, Archivist, Freedom Train - July 20, 1948



Margaret Norton with Dr. Purnendu Basu - July 23, 1948



Left to Right: Ana and Emelia Puerta, Colombia - 1948



Dr. A.F. Kuhlman, Director of the Joint University Libraries, Nashville, Tennessee, Studies Plans of the Illinois State Archives Building with Assistant State Librarian Helene Rogers and Margaret Norton - April 7, 1949

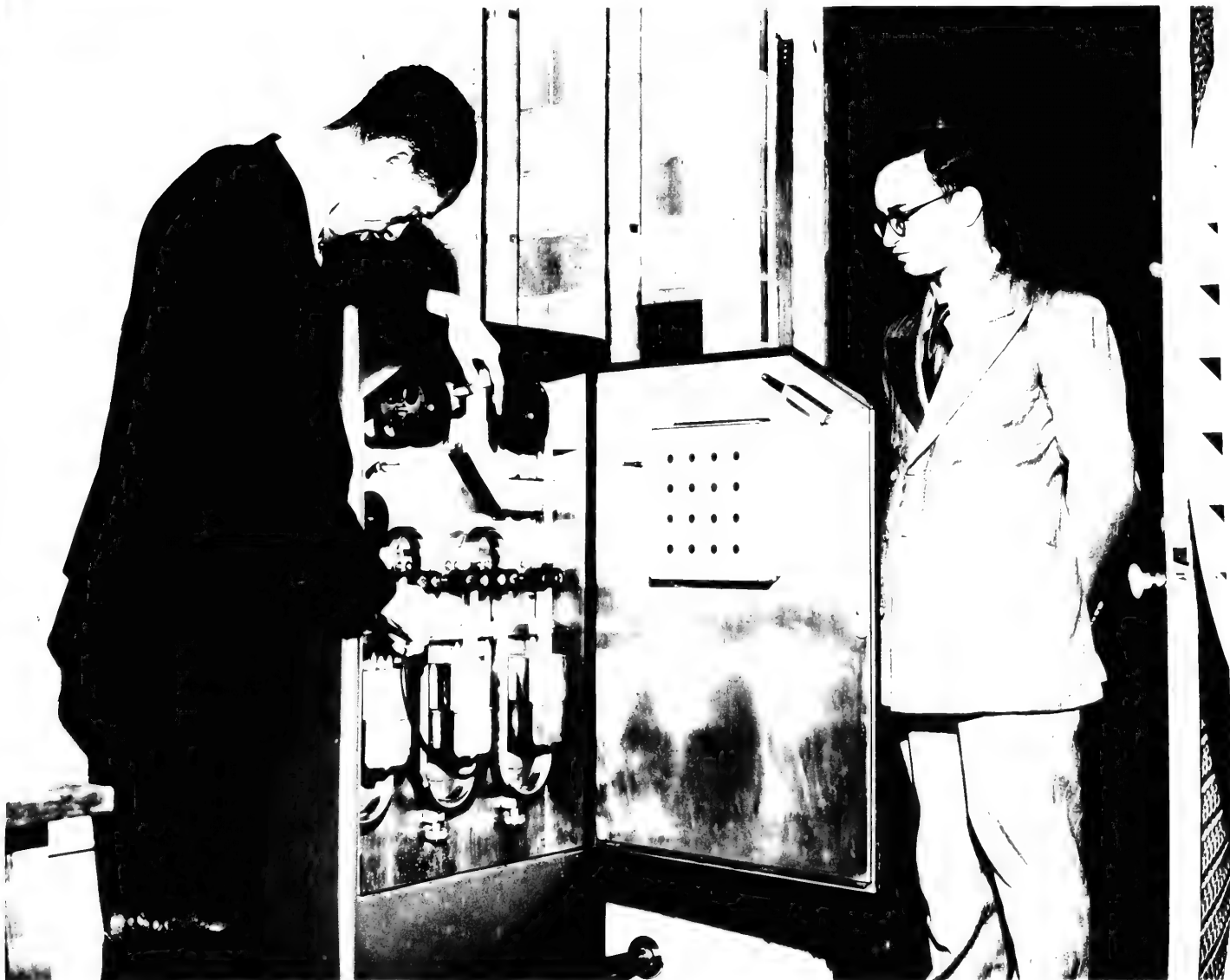


Margaret Norton Assists Members of the Cahokia Sesqui-Centennial Committee in Selecting Old French Documents for Exhibits - April 25, 1949

Left to Right: Mrs. William H. Matlack, Dr. Magnolia Carlson and Margaret Norton



Margaret Norton with Laureana Villeneuve, Philippines National Library and an Unidentified Person - August 17, 1949



Wintred Helm with P.G. Gupta, India - January 6, 1950



Margaret Norton with Dr. Ernst Posner, American University-School of
Architecture - December 1960



Wayne Grover, Archivist for the United States, with Margaret Norton - May 1952



Wayne T. Allen, Archivist of the United States, with Margaret Norton - May 1952



Left to Right: Dr. Ward Tippy, Archivist, De Pauw University; Margaret Norton; Vera Cooper,
Librarian, De Pauw University - September 5, 1952



Secretary of State Charles Carpenter with Dr. P.M. Joshi, Director of
Secretariat Archives, Bombay, India - April 23, 1953



Margaret Norton with Dr. Erwin C. Ziegler, Director, Ohio State Archaeological and Historical Society - August 4, 1963



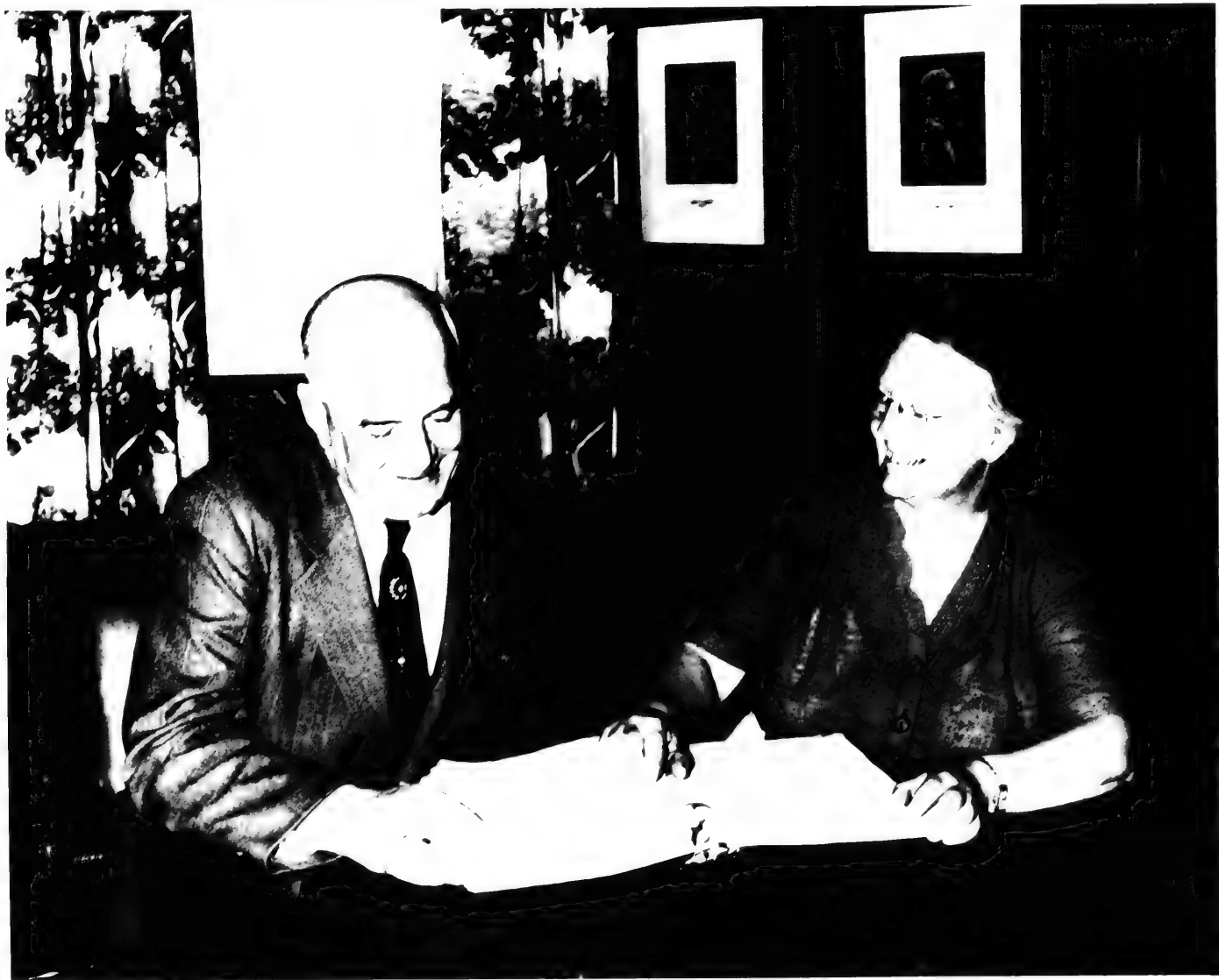
Marion Foster with Thomas Saxe, Antwerp, Belgium - September 1919.



Left to right: Dr. V.L. Belsch, Archivist, Louisiana State University; Helene H. Roovers, Assistant State Librarian; Dr. Etienne Sible, Archivist, State Archives, Antwerp, Belgium; Margaret Norton



Left to Right, Seated: Nilza Soares, Librarian, Department of Labor, Brazil; Nasir Sharihy, Director of Parliament Library, Iran
Left to Right, Standing: Laura C. Langston, Chief of Extension Service; Je Laipette Perle; Marjorie Norton



Margaret Norton with Dr. Johan Hridtfeldt, Landes Arkivet, Viborg, Denmark - June 1954



Secretary of State Charles C. Carpenter with Jeremias Mame Akita, Archivist of the Gold Coast, Africa - January 1955



Left to Right: De Lafayette Reid; Dr. F.G. Rath, Vienna, Austria;
Dr. H.M. Spitzer, U.S. State Department - September 23, 1955



Mollie Takis, Archivist-State Library, Perth, Western Australia - April 1957

STAFF GATHERINGS, 1955-1956



Picnic at Washington Park - n.d.

Back Row, Left to Right: Clara Davies, Pansy Stevens, Mr. Wetherbee, Helene Rogers, Jessie Jenks, Helen McWethy, Phyllis Cook, Unidentified, Stanley Sides, Unidentified, Unidentified

Center Row, Left to Right: Ruth Mills, Unidentified, Vivian Howard, Unidentified, Dorothy Watt, Florence Nichol, Walt Myers, Eloise Kessinger, Unidentified, Unidentified, Irma Bosler, Pauline McMiller, Minnie Wetherbee, Marjorie Robinson, Unidentified, Unidentified

Front Row, Left to Right: Nick Antinocchi, Mr. and Mrs. Jones (Gloria Taylor), Frances Bailey, Mary Meyer, Dorothy Bailey, Mary Watson, Mary Watson's Sister, Caroline Hayes, Margaret Norton, Helen Driskin, Anna Costello, Lucille Royal, Unidentified, Unidentified, Marie Roberts, Margaret Jones



Archives Staff Christmas Party - 1947

Left to Right: Unidentified, Mr. Darby (Electrician), Unidentified, Margaret Norton, Jean Root, Irma Schettler, Unidentified, Alvin Rountree, Mr. Bish, Jack Lallart, Marjorie Robinson, Von Brockhaus, Florence McFadden



Farewell Party for Mary Winterbauer - November 28, 1952

Standing, left to right: Sue Bowles, Von Dieckhaus, Mr. Stuart, Ernest East, Marie Robeson, Clara Davies, Mary McCue, Ms. Watson, Ms. Thorne, Mary Benderast, Mike Conchell, Florence McFadden, Edna Basketto, Mr. Rules, Ms. Stevens, Mr. Daniels, Jean Root, Alvin Rountree, Jack Lallart, Mr. Bish

Seated, left to right: Edna Schettler, Mary Winterbauer, Margaret Norton
 Standing by table: de La Fayette Reid



Archives Staff Dinner at Home of Margaret Norton in Honor of Mrs. Estele de Grandi, Panama - June 2, 1957
 Seated, Left to Right: Louis Quonn, Mrs. T.C. Cassady, de La Fayette Road, Mrs. Estele de Grandi,
 Margaret Norton, Mrs. E.E. East, Mrs. Lawrence (Margaret) Reisch
 Standing, Left to Right: Theodore C. Cassady, Alvin Rountree, Ernest E. East, Mrs. de L. Reid, Janice
 Dugh, Mrs. Winifred Helm, Mrs. William (Elmore) Burrington, Mrs. Alvin Rountree, Mrs. Jack La Hart,
 Lawrence Reisch, Winifred Helm



Reception for Mr. & Roy DePuy at Home of Margaret Norton - July 1956

Front Row, Left to Right: Jimmy Helm, Beverly Helm, Mr. and Mrs. DePuy and Son, Margaret Norton

Back Row, Left to Right: Mr. and Mrs. McMullen, Eloise Kissinger, Louise Nance, Mabel Simon, Edna Hanna, Mrs. Alvin Rountree and son, Dorothy Bailey, Florence Nichol, Irma Schettler, Clara Davies, Dorothy

Buddy, Lillian Briscoe, Dorothy Helm, Alvin Rountree



Reception for Mr. LeRoy DePuy - July 1956

Left to Right: Margaret Norton, Mr. and Mrs. McMullen, Mrs. DePuy, Mr. and Mrs. Rountree and Son, Beverly Helm, Mr. DePuy and Jimmy Helm



Reception for Mr. LeRoy DePuy at Home of Margaret Norton - July 1956

Left to Right: Florence Nichol, Eloise Kissinger, Dorothy Helm, Jimmy Helm, Dorothy Bailey, Emma Scheffler, Margaret Norton



Reception for Mr. LeRoy DePuy at Home of Margaret Norton - July 1956
Left to Right: Emma Scheffler, Lillian Briscoe, Mable Simon



Reception for Mr. LeRoy DePuy at Home of Margaret Norton - July 1, 1956
Mr. and Mrs. LeRoy DePuy and Son and Margaret Norton



State Library Christmas Party, Washington Park Pavilion - December 5, 1956

Standing, Left to Right: Walt Curran, Gus Caton, Maynard Brichford, LeRoy DePuy, Marie Ennis, Beverly Roy, Pat Oarth, Mr. Reid, Mabel Simon, Mrs. Woodson, Mrs. Wilson, Leonard Hodge, Phyllis Cook, Myrtle Horsfeld, Neil Moore, Unidentified, Unidentified, Unidentified

Seated, Back of Table, Left to Right: Amelia Osterholt, Mr. and Mrs. Jack McMullen, Margaret Norton, Mrs. DePuy, Sherry Reid, Mrs. Reid, Bill Reid, Louise Nantz, Edna Hannah, Dorothy Bailey, Clara Curran, Lillian Briscoe, Mavis and Gloria Taylor, Mr. and Mrs. Kaige and children, Mrs. Lucas and child

Seated, Front Left, Left to Right: Von Dieckhaus, Florence Nichol, Unidentified, Millie Huber, Mr. and Mrs. Bolair, Maud McDonald, Unidentified, Irma Hosler, Margaret Herman, Mr. James, Marjorie Currie and children, Carol Horsley, Mr. Currie

Seated, Front Right: Mr. and Mrs. Cantral, Delores Beatty, Mary Pendergast, Unidentified, Mrs. Burke, Fern Garrett, Helen Drake, Ruth True, Marjorie McConnell and children, Mrs. Baskette and children, Mr. Baskette, Unidentified, Dorothy Bundy



State Library Christmas Party, Washington Park Pavilion - December 5, 1956

Standing, Left to Right: Walter Myers, Emma Scheffler, Tony Kozlanski, Eddie Sotak, Wallace Bulpitt, Mr. Mitchell, Val Santeralli, Hershel Blazer, Ken Blood, Unidentified, Unidentified, Emma Bergman, Elton Ennis, Walt Curran, Gus Caton, Maynard Brichford, LeRoy DePuy, Marie Ennis, Beverly Roy, Pat Oarth, Mr. Reid, Mabel Simon, Miss Wilson, Mrs. Woodson, Leonard Hodge

Seated, Back of Table, Left to Right: Caroline Hayes, Eloise Kissinger, Beverly Helm, Mrs. Helm, Amelia Osterholtz, Jack McMullen, Mrs. McMullen, Margaret Norton, Mrs. DePuy, Sherry Reid, Mrs. Reid, Bill Reid, Louise Nance, Edna Hannah, Dorothy Bailey

Seated, Front Left, Left to Right: Mildred Sample, Unidentified, Von Dieckhaus, Sue Bowles, Florence Nichol, Unidentified, Millie Huber, Mr. and Mrs. Jose Belair, Maud McDonald, Unidentified, Unidentified, Irma Hosler, Margaret Herman, Mr. James, Marjorie Currie and children, Carol Horsley, Mr. Currie

Seated, Front Right, Left to Right: Mr. and Mrs. Cantral, Delored Beatty, Mary Pendergast, Unidentified, Mrs. Burke, Fern Garrett, Helen Drake, Ruth True, Unidentified, Margorie McConnell and children, Mrs. Baskette and children, Mr. Baskette, Unidentified, Dorothy Bundy



State Library Christmas Party, Washington Park Pavilion - December 5, 1956

Left to Right: Sam Young, Assistant Secretary of State; LeRoy DePuy, State Liaison Officer for Records Management, Margaret Norton; de La Fayette Reid, Assistant State Librarian, Charles F. Carpentier, Secretary of State and State Librarian

MARGARET CROSS NORTON, 1947; 1948; 1956; 1957



Margaret Norton in her Office on the Second Floor of the Archives Building - n.d.



Margaret Norton Consulting a File in a Safe in the Special Vault - May 1948



Margaret Norton Consulting a File in a Safe in the Special Vault - May 1948



Left to Right: Ernst Posner, President, Society of American Archivists; Margaret Norton; and Wayne Grover, Archivist of the United States, Washington, D.C. - October 11, 1956



Margaret Norton with Wayne Grover, Archivist of
the United States - October 11, 1956



Margaret Cross Norton - 1957